

**Mayor**  
Michael Mattox

**Vice Mayor**  
Beverley Dalton

**Council Members**  
Jay Higginbotham      William "Bill" Ferguson  
Charles Edwards      Tracy Emerson  
Tim George

---

Altavista Town Council  
November 12, 2013 Regular Meeting Agenda  
7:00 p.m.  
J.R. "Rudy" Burgess Town Hall – 510 Main Street

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

---

**6:00 p.m.      Work Session – *Town Bicycle Accommodation Plan***

**6:45 p.m.      Finance Committee Meeting (Large Conference Room)**

**7:00 p.m.      Regular Council Meeting (Council's Chambers)**

**I.      Call to Order**

**II.      Invocation**

**III.      Approval of Agenda**

**IV.      PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

**V.      SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: 15 minutes)

A) Financial Audit (FY2013) Presentation

B) Avoca

i) Introduction of Michael Hudson, New Executive Director

**VI.      CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Special Meeting October 8, 2013; Regular Meeting October 8, 2013 & Continued Meeting of October 10, 2013*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Appointment to Altavista Economic Development Authority
- Departmental Monthly Reports
  - Administration
  - Business License
  - Community Development
  - Economic Development

*Altavista Town Council Meeting*  
*November 12, 2013 Agenda – continued*

- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

**VII. PUBLIC HEARING(S)** (Estimated Time: None Anticipated)

**VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 20 minutes)

- A) Council Committees
  - i) Finance/Human Resources Committee (Dalton)
  - ii) Police/Legislative Committee (Edwards)
  - iii) Public Works/Utility Committee (Ferguson)
- B) Others
  - i) Planning Commission update (Witt)

**IX. NEW BUSINESS** (Estimated Time: 5 minutes)

- A) Draft Transit Development Plan (TDP) for Altavista Community Transit System (ACTS)
- B) AT&T Easement Request

**X. UNFINISHED BUSINESS** (Estimated Time: 0 minutes)

**XI. MANAGER's REPORT** (Estimated Time: 5 minutes )

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (November/December)

**XII. Matters from Town Council**

**XIII. CLOSED MEETING AND ACTION**

- Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (appointment to the Altavista Economic Development Authority (AEDA) board).
- Section 2.2-3711(A).5 – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**XIV. Adjournment**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

<p><b>AGENDA ITEM</b></p>	<p><b>SYNOPSIS AGENDA NOVEMBER 12, 2013 REGULAR ALTAVISTA TOWN COUNCIL MEETING</b></p>
<p><b>I. Call To Order</b></p> <p><b>II. Invocation</b></p>	
<p><b>III. Approval Agenda</b></p>	<ul style="list-style-type: none"> <li>• Approve Agenda as presented or modified.</li> </ul> <p><i>Enclosure: NO</i></p>
<p><b>IV. Public Comment Period</b></p>	<p><i>Enclosure: NO</i></p>
<p><b>V. Special Items or Recognitions</b></p>	<ul style="list-style-type: none"> <li>• <i>FINANCIAL AUDIT PRESENTATION</i> <i>Enclosure(s): Yes</i></li> <li>• Introduction of New Avoca Executive Director Michael Hudson</li> </ul>
<p><b>VI. Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>a) Approval of Minutes – Special Meeting of October 8<sup>th</sup>; Regular Meeting of October 8<sup>th</sup>; and Continued Meeting of October 10<sup>th</sup></li> <li>b) Receive monthly Invoices</li> <li>c) Receive monthly review of Revenues and Expenditures</li> <li>d) Receive month review of Reserve Balance/Investment Report</li> <li>e) Appointment to Altavista Economic Development Authority</li> <li>f) Departmental Reports</li> </ul> <p><i>Enclosures: YES</i></p> <p><b><i>Need a motion to Approve the items on the Consent Agenda.</i></b></p>
<p><b>VII. Public Hearings</b></p>	<p><b><i>None Scheduled</i></b></p> <p><i>Enclosure:</i></p>

<p><b>VIII. Standing Committees /Commissions/ Board Reports</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Finance/Human Resources Committee Report – Chairman Dalton</b></li> <li>❖ <b>Police/Legislative Committee: Chairman Edwards</b></li> <li>❖ <b>Public Works/Utility Committee: Chairman Ferguson</b></li> </ul> <p>Others:</p> <ul style="list-style-type: none"> <li>❖ <b>Planning Commission Update – Dan Witt Ferguson</b></li> </ul> <p><i>Enclosures: YES</i></p>
<p><b>IX: New Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Draft Transit Development Plan (TDP)</b></li> </ul> <p><i>Enclosure: Yes</i></p> <ul style="list-style-type: none"> <li>❖ <b>AT&amp;T Easement Request</b></li> </ul> <p><i>Enclosure: Yes</i></p>
<p><b>X: Unfinished Business</b></p>	<ul style="list-style-type: none"> <li>❖ <b>None scheduled at this time</b></li> </ul>
<p><b>XI: Manager's Report</b></p>	<ul style="list-style-type: none"> <li>a. Enclosed is a Project Update report provided by the Town Manager.</li> </ul> <p><i>Enclosure: YES</i></p> <ul style="list-style-type: none"> <li>b. (None at this time)</li> </ul> <p><i>Enclosure: No</i></p> <ul style="list-style-type: none"> <li>c. Informational Items</li> </ul> <p><i>Enclosure: YES</i></p>

November 12, 2013 Town Council Agenda Synopsis

	d. Town Council Calendars <i>Enclosure: Yes</i>
<b>XII: Matters from Town Council</b>	
<b>XII: Closed Meeting</b>	<p>Pursuant to Code of Virginia, Section 2.2-3711(A).1 – Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Appointment to the Altavista Economic Development Authority)</p> <p>Pursuant to Code of Virginia, Section 2.2-3711(A).5 – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.</p>

REMINDER OF COUNCIL AND COMMITTEE MEETINGS

**Public Works/Utility Committee**

REGULAR MEETING: Wednesday, November 27<sup>th</sup>, 2013 at 7:00 a.m.

**Finance/Human Resources Committee**

REGULAR MEETING: Tuesday, December 3, 2013 at 4:00 p.m.

**Police/Legislative Committee**

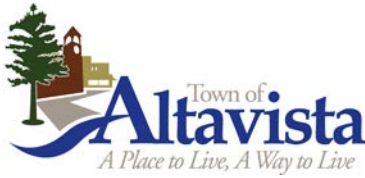
REGULAR MEETING: TBA

**Town Council Meeting**

REGULAR MEETING: Tuesday, December 10, 2013 @ 7:00 p.m.

**OTHER MEETINGS**

None Scheduled at this time.



# Town of Altavista Town Council Meeting Agenda Form

---

Meeting Date: November 12, 2013

Town Clerk's Office Use:

Agenda Item #: V A)

## Agenda Placement: Special Items or Recognitions

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Financial Audit Report

**Presenter(s):** David Foley, Robinson, Farmer, Cox Associates

---

## SUBJECT HIGHLIGHTS

David Foley, CPA, will present a brief presentation on the Town's FY2013 Financial Report following the firm's annual audit of the Town's financial statements for the fiscal year ended June 30, 2013.

## Staff recommendation, if applicable:

N/A

## Action(s) requested or suggested motion(s):

Motion to accept the Financial Report following audit of the town's financial statements.

## Staff Review Record

---

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: *Copy of Financial Report*

Town Manager initials and/or comments: **jwc**

Finance Director initials and/or comments: **tcs**

**TOWN OF ALTAVISTA, VIRGINIA**

**FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2013**

**DRAFT**

TOWN OF ALTAVISTA, VIRGINIA

FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2013

TABLE OF CONTENTS

---

	<u>Page</u>
Independent Auditors' Report	1-2
 <b><u>Basic Financial Statements:</u></b>	
<b>Government-wide Financial Statements:</b>	
Exhibit 1 Statement of Net Position	3
Exhibit 2 Statement of Activities	4-5
<b>Fund Financial Statements:</b>	
Exhibit 3 Balance Sheet—Governmental Funds	6
Exhibit 4 Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	7
Exhibit 5 Statement of Revenues, Expenditures and Changes in Fund Balance—Governmental Funds	8
Exhibit 6 Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	9
Exhibit 7 Statement of Net Position —Proprietary Fund	10
Exhibit 8 Statement of Revenues, Expenses, and Changes in Net Position —Proprietary Fund	11
Exhibit 9 Statement of Cash Flows—Proprietary Fund	12
 <b>Notes to Financial Statements</b>	 13-30
 <b><u>Required Supplementary Information:</u></b>	
Exhibit 10 Schedule of Revenues, Expenditures, and Changes in Fund Balances—Budget and Actual—General Fund	31
Exhibit 11 Schedule of Funding Progress for Defined Benefit Pension Plan	32



TOWN OF ALTAVISTA, VIRGINIA

FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2013

TABLE OF CONTENTS

---

Page

**Other Supplementary Information:**

**Supporting Schedules**

Discretely Presented Component Unit–Altavista Economic Development Authority

Schedule 1	Statement of Net Position –Proprietary Fund	33
Schedule 2	Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Fund	34
Schedule 3	Statement of Cash Flows–Proprietary Fund	35

**Statistical Tables**

Table 1	General Government Revenues by Sources	36
Table 2	General Government Expenditures by Function	37
Table 3	Computation of Legal Debt Limit	38
Table 4	Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances–Governmental Funds	39-40
Table 5	Comparative Statement of Revenues, Expenses and Changes Net Position – Proprietary Fund	41-42

**Compliance:**

Independent Auditors’ Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	43-44
Schedule of Findings and Responses	45-46

**TOWN OF ALTAVISTA, VIRGINIA**  
**DIRECTORY OF PRINCIPAL OFFICIALS**  
**YEAR ENDED JUNE 30, 2013**

**TOWN COUNCIL**

Mike Mattox, Mayor  
Beverley Dalton, Vice Mayor  
William Ferguson  
James H. Higginbotham, II  
Charles Edwards  
Tracy Emerson  
Tim George

**APPOINTED OFFICIALS**

J. Waverly Coggsdale, III ..... Town Manager  
John Eller ..... Town Attorney  
Tobie Shelton ..... Treasurer  
Clay Hamilton ..... Chief of Police

**INDEPENDENT AUDITORS**

Robinson, Farmer, Cox Associates

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Independent Auditors Report

To the Honorable Members of the Town Council  
Town of Altavista, Virginia

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Town of Altavista, Virginia, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Altavista, Virginia, as of June 30, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Emphasis of Matter*

As described in Note 1 to the financial statements, in 2013, the Town adopted new accounting guidance, GASB Statement Nos. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and 65, *Items Previously Reported as Assets and Liabilities*. Our opinion is not modified with respect to this matter.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, and schedules of pension funding progress be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Altavista, Virginia's basic financial statements. The supporting schedules, and statistical tables, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supporting schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The statistical tables have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with Government Auditing Standards, we have also issued our report dated Draft, 2013, on our consideration of the Town of Altavista, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Altavista, Virginia's internal control over financial reporting and compliance.

Charlottesville, Virginia  
Draft, 2013

Statement of Net Position  
At June 30, 2013

	Primary Government			Discretely Presented Component Unit
				Altavista Economic Development Authority
	Governmental Activities	Business-Type Activities	Total	
<b>Assets:</b>				
Current assets:				
Cash and cash equivalents	\$ 9,833,927	\$ 809,805	\$ 10,643,732	\$ 92,514
Cash and cash equivalents, restricted	23,022	-	23,022	-
Receivables, net	179,263	462,448	641,711	-
Due from other governments	286,514	-	286,514	-
Due from primary government	-	-	-	26,281
Internal balances	87,665	(87,665)	-	-
Prepaid expense	21,061	11,544	32,605	-
Inventory	58,710	-	58,710	-
Total current assets	\$ 10,490,162	\$ 1,196,132	\$ 11,686,294	\$ 118,795
Noncurrent assets:				
Capital assets:				
Land and construction in progress	\$ 2,177,408	\$ 1,189,158	\$ 3,366,566	\$ -
Buildings and equipment (net of accumulated depreciation)	4,345,019	11,677,759	16,022,778	-
Total noncurrent assets	\$ 6,522,427	\$ 12,866,917	\$ 19,389,344	\$ -
Total assets	\$ 17,012,589	\$ 14,063,049	\$ 31,075,638	\$ 118,795
<b>Liabilities:</b>				
Current liabilities:				
Accounts payable	\$ 144,189	\$ 131,435	\$ 275,624	\$ 112,000
Accrued liabilities	61,030	35,493	96,523	-
Due to Component Unit EDA	26,281	-	26,281	-
Customer deposits	-	18,693	18,693	-
Environmental remediation	-	750,000	750,000	-
Current portion of long-term obligations	108,359	41,384	149,743	-
Total current liabilities	\$ 339,859	\$ 977,005	\$ 1,316,864	\$ 112,000
Noncurrent liabilities:				
Noncurrent portion of long-term obligations	\$ 36,120	\$ 13,795	\$ 49,915	\$ -
Total liabilities	\$ 375,979	\$ 990,800	\$ 1,366,779	\$ 112,000
<b>Net Position:</b>				
Net investment in capital assets	\$ 6,522,427	\$ 12,866,917	\$ 19,389,344	\$ -
Restricted	591,122	-	591,122	-
Unrestricted	9,523,061	205,332	9,728,393	6,795
Total net position	\$ 16,636,610	\$ 13,072,249	\$ 29,708,859	\$ 6,795
Total liabilities and net position	\$ 17,012,589	\$ 14,063,049	\$ 31,075,638	\$ 118,795

The accompanying notes to financial statements are an integral part of this statement.

TOWN OF ALTAVISTA, VIRGINIA

Statement of Activities  
For the Year Ended June 30, 2013

Functions/Programs	Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government				
Governmental activities				
General government administration	\$ 939,883	\$ -	\$ -	\$ -
Public safety	938,098	55,506	109,388	-
Public works	1,476,862	6,652	671,468	270,840
Parks, recreation, and cultural	220,373	-	-	-
Community development	75,732	-	-	-
Interest on long-term debt	1,851	-	-	-
Total governmental activities	\$ 3,652,799	\$ 62,158	\$ 780,856	\$ 270,840
Business - type activities				
Water and sewer	\$ 2,631,192	\$ 2,525,409	\$ -	\$ -
Total business-type activities	\$ 2,631,192	\$ 2,525,409	\$ -	\$ -
Total primary government	\$ 6,283,991	\$ 2,587,567	\$ 780,856	\$ 270,840
Component Unit:				
Altavista Economic Development Authority	\$ 71,547	\$ -	\$ -	\$ -
General Revenues				
Property taxes				
Meal taxes				
Sales and use taxes				
Bank stock taxes				
Business license taxes				
Other local taxes				
Intergovernmental revenue not restricted to specific programs				
Revenue from use of money and property				
Payments from primary government				
Miscellaneous				
Transfers				
Total general revenues				
Change in net position				
Net position, beginning of year				
Net position, end of year				

Net (Expense) Revenue and Changes in Net Position			
Primary Government			Component Unit
Governmental Activities	Business-Type Activities	Total	Altavista Economic Development Authority
\$ (939,883)	\$ -	\$ (939,883)	\$ -
(773,204)	-	(773,204)	-
(527,902)	-	(527,902)	-
(220,373)	-	(220,373)	-
(75,732)	-	(75,732)	-
(1,851)	-	(1,851)	-
<u>\$ (2,538,945)</u>	<u>\$ -</u>	<u>\$ (2,538,945)</u>	<u>\$ -</u>
\$ -	\$ (105,783)	\$ (105,783)	\$ -
\$ -	\$ (105,783)	\$ (105,783)	\$ -
<u>\$ (2,538,945)</u>	<u>\$ (105,783)</u>	<u>\$ (2,644,728)</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (71,547)</u>
\$ 2,147,020	\$ -	\$ 2,147,020	\$ -
682,194	-	682,194	-
147,796	-	147,796	-
160,104	-	160,104	-
162,553	-	162,553	-
239,648	-	239,648	-
230,016	-	230,016	-
137,327	3,388	140,715	143
-	-	-	68,875
66,955	-	66,955	15,618
(551,270)	551,270	-	-
<u>\$ 3,422,343</u>	<u>\$ 554,658</u>	<u>\$ 3,977,001</u>	<u>\$ 84,636</u>
\$ 883,398	\$ 448,875	\$ 1,332,273	\$ 13,089
<u>15,753,212</u>	<u>12,623,374</u>	<u>28,376,586</u>	<u>(6,294)</u>
<u>\$ 16,636,610</u>	<u>\$ 13,072,249</u>	<u>\$ 29,708,859</u>	<u>\$ 6,795</u>

Balance Sheet  
 Governmental Fund  
 At June 30, 2013

	<u>General Fund</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 9,833,927
Cash and cash equivalents, restricted	23,022
Receivables (net of allowance for uncollectibles):	
Taxes	40,268
Accounts	138,995
Due from other governments	286,514
Due from other funds	87,665
Prepaid expense	21,061
Inventory	58,710
	<u>58,710</u>
Total assets	\$ <u><u>10,490,162</u></u>
<b>Liabilities:</b>	
Accounts payable	\$ 144,189
Accrued liabilities	61,030
Due to Component Unit EDA	26,281
	<u>26,281</u>
Total liabilities	\$ <u>231,500</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue-property taxes	\$ <u>58,127</u>
<b>Fund Balance:</b>	
Nonspendable	\$ 79,771
Restricted	591,122
Committed	3,796,247
Assigned	2,265
Unassigned	5,731,130
	<u>5,731,130</u>
Total fund balance	\$ <u>10,200,535</u>
Total liabilities, deferred inflows of resources and fund balance	\$ <u><u>10,490,162</u></u>

The accompanying notes to financial statements are an integral part of this statement.



Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
At June 30, 2013

---

Total fund balance for governmental funds (Exhibit 3) \$ 10,200,535

Total net position reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land and construction in progress	\$ 2,177,408	
Depreciable capital assets, net of accumulated depreciation	<u>4,345,019</u>	
Total capital assets		6,522,427

Other long-term assets are not available to pay for current period expenditures and therefore are deferred in the funds.		58,127
--	--	--------

Long-term liabilities applicable to the Town's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Balances of long-term liabilities affecting net position are as follows:

Compensated absences	\$ <u>(144,479)</u>	
Total long-term liabilities		<u>(144,479)</u>
Total net position of governmental activities (Exhibits 1 and 2)		\$ <u><u>16,636,610</u></u>

The accompanying notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balance  
 Governmental Fund  
 For the Year Ended June 30, 2013

	<u>General Fund</u>
<b>Revenues:</b>	
General property taxes	\$ 2,160,291
Other local taxes	1,392,295
Permits, privilege fees and regulatory licenses	21,770
Fines and forfeitures	33,736
Revenue from use of money and property	137,327
Charges for services	6,652
Miscellaneous	66,955
Intergovernmental	1,281,712
	<u>5,100,738</u>
Total revenues	\$ 5,100,738
<b>Expenditures:</b>	
Current:	
General government administration	\$ 913,188
Public safety	908,466
Public works	1,425,426
Parks, recreation and cultural	171,119
Community development	75,732
Capital outlay	316,366
Debt service:	
Principal retirement	52,870
Interest and other fiscal charges	3,701
	<u>3,866,868</u>
Total expenditures	\$ 3,866,868
Excess (deficiency) of revenues over expenditures	\$ 1,233,870
<b>Other financing sources (uses):</b>	
Transfers out	\$ (551,270)
	<u>(551,270)</u>
Total other financing sources (uses)	\$ (551,270)
Net changes in fund balance	\$ 682,600
Fund balance at beginning of year	<u>9,517,935</u>
Fund balance at end of year	<u>\$ 10,200,535</u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance  
of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2013

---

Net change in fund balance - total governmental funds (Exhibit 5) \$ 682,600

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.

Capital outlays	\$ 497,247	
Depreciation expense	<u>(335,697)</u>	161,550

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. Details of this adjustment consist of the change in deferred revenue - taxes.

(13,271)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Details of this adjustment are as follows:

Principal retired on BGF Industries agreement	\$ <u>52,870</u>	52,870
---	------------------	--------

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:

Change in accrued leave	\$ (2,201)	
Change in interest payable	<u>1,850</u>	<u>(351)</u>

Change in net position of governmental activities (Exhibit 2)		<u>\$ 883,398</u>
---	--	-------------------

The accompanying notes to financial statements are an integral part of this statement.

Statement of Net Position  
 Proprietary Fund  
 At June 30, 2013

	Business-Type Activities Enterprise Fund Water and Sewer
<b>Assets:</b>	
Current assets:	
Cash and cash equivalents	\$ 809,805
Receivables (net of allowance for uncollectibles):	
Accounts	462,448
Prepaid expenses	11,544
Total current assets	\$ 1,283,797
Noncurrent assets:	
Capital assets:	
Construction in progress	\$ 1,189,158
Buildings and equipment, net of accumulated depreciation	11,677,759
Total noncurrent assets	\$ 12,866,917
Total assets	\$ 14,150,714
<b>Liabilities:</b>	
Current liabilities:	
Accounts payable	\$ 131,435
Accrued liabilities	35,493
Due to other funds	87,665
Customers' deposits	18,693
Environmental remediation	750,000
Compensated absences - current portion	41,384
Total current liabilities	\$ 1,064,670
Noncurrent liabilities:	
Compensated absences - noncurrent portion	\$ 13,795
Total noncurrent liabilities	\$ 13,795
Total liabilities	\$ 1,078,465
<b>Net Position:</b>	
Net investment in capital assets	\$ 12,866,917
Unrestricted	205,332
Total net position	\$ 13,072,249
Total liabilities and net position	\$ 14,150,714

The accompanying notes to financial statements are an integral part of this statement.

Statement of Revenues, Expenses and Changes in Net Position  
 Proprietary Fund  
 For the Year Ended June 30, 2013

		Business-Type Activities Enterprise Fund Water and Sewer
<b>Operating revenues:</b>		
Charges for services	\$	2,490,550
Other		34,859
Total operating revenues	\$	2,525,409
<b>Operating expenses:</b>		
Salaries	\$	830,583
Fringe benefits		262,470
Maintenance		43,594
Utilities		413,835
Materials and supplies		294,745
Sample testing		17,242
Purchase of water		4,007
Other		51,397
Depreciation		713,319
Total operating expenses	\$	2,631,192
Operating income (loss)	\$	(105,783)
<b>Nonoperating revenues (expenses):</b>		
Interest revenue	\$	3,388
Net nonoperating revenues (expenses)	\$	3,388
<b>Loss before capital contributions and transfers</b>	\$	(102,395)
<b>Transfers:</b>		
Transfers in	\$	551,270
Net transfers	\$	551,270
Change in net position	\$	448,875
Net position, beginning of year		12,623,374
Net position, end of year	\$	13,072,249

The accompanying notes to financial statements are an integral part of this statement.

Statement of Cash Flows  
 Proprietary Fund  
 For the Year Ended June 30, 2013

	Business-Type Activities Enterprise Fund Water and Sewer
Cash flows from operating activities:	
Receipts from customers and users	\$ 2,360,739
Payments to suppliers	(756,875)
Payments for employees	(1,086,412)
Net cash provided by (used in) operating activities	\$ 517,452
Cash flows from capital and related financing activities:	
Purchase of capital assets	\$ (465,219)
Net cash provided by (used in) capital and related financing activities	\$ (465,219)
Cash flows from noncapital financing activities:	
Transfer from other funds	\$ 551,270
Due to other funds	(646,838)
Net cash provided by (used in) noncapital financing activities	\$ (95,568)
Cash flows from investing activities:	
Interest earned	\$ 3,388
Net cash provided by investing activities	\$ 3,388
Increase in cash and cash equivalents	\$ (39,947)
Cash and cash equivalents at beginning of year	849,752
Cash and cash equivalents at end of year	\$ 809,805
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:	
Operating income (loss)	\$ (105,783)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operations:	
Depreciation and amortization	713,319
Changes in operating assets and liabilities:	
(Increase)/Decrease in accounts receivable	(165,318)
(Increase)/Decrease in prepaid expenses	(755)
Increase/(Decrease) in accounts payable	68,700
Increase/(Decrease) in accrued liabilities	4,972
Increase/(Decrease) in compensated absences	1,669
Increase/(Decrease) in customer deposits	648
Net cash provided by (used in) operating activities	\$ 517,452

The accompanying notes to financial statements are an integral part of this statement.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2013

---

#### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

---

##### A. The Financial Reporting Entity

**Primary Government** - The Town of Altavista (the “Town”) was established in 1912. It is a political subdivision of the Commonwealth of Virginia operating under the Council-Manager form of government. The Town Council consists of a mayor, a vice mayor, and five other council members. The Town is part of Campbell County and has taxing powers subject to statewide restrictions and tax limits.

The Town of Altavista provides a full range of municipal services including police, refuse collection, public improvements, planning and zoning, general administrative services, fire, recreation, and water and sewer services. Fire and first aid services are supplemented by volunteer departments.

**Discretely Presented Component Unit** - A discretely presented component unit is an entity that is legally separate from the government, but for which the government is financially accountable, or whose relationship with the government is such that exclusion would cause the government’s financial statements to be misleading or incomplete. It is reported in a separate column in the government-wide financial statements to emphasize it is legally separate from the Town.

##### Altavista Economic Development Authority

The Altavista Economic Development Authority (the “EDA”) was created to promote industry and develop trade by encouraging enterprises to locate and remain in the Town. The EDA is governed by a Board of Directors appointed by Town Council and the Town is financially accountable for the EDA. It is authorized to acquire, own, lease, and dispose of properties to the extent that such activities foster and stimulate economic development.

The Town has no related or jointly governed organizations.

##### B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the Town. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the *primary* government is reported separately from its legally separated *component unit* for which the primary government is financially accountable.

The statement of activities demonstrates the degree, to which the direct expenses, of a given function or segment, are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual government funds and enterprise funds are reported as separate columns in the fund financial statements.

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

---

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Government-fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 45 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental fund:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Town's only nonmajor governmental fund is the library fund.

The Town reports the following major proprietary fund:

The *water and sewer enterprise fund* accounts for the financing of services to the general public where all or most of the operating expenses involved are intended to be recovered in the form of user charges, or where management has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for management control, accountability, or other purposes. The water and sewer enterprise fund consists of the activities relating to water and sewer services.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the *option* of following subsequent private-sector guidance for their enterprise funds, subject to this same limitation. The Town has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's proprietary funds and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.



NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

---

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation: (Continued)**

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water and sewer enterprise fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Budgets and Budgetary Accounting**

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

- 1) Prior to June 30, the Town Manager submits to Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. This budget includes proposed expenditures and the means of financing them.
- 2) Public hearings are conducted to obtain citizen comments.
- 3) Prior to June 30, the budget is legally enacted through passage of an Appropriations Ordinance. Town Council may, from time to time, amend the budget, providing for additional expenditures and the means for financing them.
- 4) The Appropriations Ordinance places legal restrictions on expenditures at the department level. Management can over-expend at the line item level without approval of Town Council. The appropriation for each department or function can be revised only by Town Council.
- 5) Formal budgetary integration is employed as a management control device during the year.
- 6) Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Appropriations lapse on June 30 for all Town units.
- 7) All budget data presented in the accompanying financial statements includes the original and revised budgets as of June 30.

At June 30, total expenditures related to parks, recreation, and cultural exceeded budgeted amounts by \$119.

**E. Cash and Cash Equivalents**

Cash and cash equivalents are defined as short-term highly liquid investments with an original maturity of three months or less when purchased.

## NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

F. Inventory

Inventory consists of expendable supplies held for consumption. Inventories are presented at the lower of cost or market on a first-in, first-out basis and are expensed when used.

G. Prepaid Items

Payments made to vendors for services that will benefit periods beyond June 30, are reported as prepaid items using the consumption method by recording a current asset for the prepaid amount at the time of purchase and reflecting the expenditure/expense in the year in which the services are consumed.

H. Allowance for Uncollectible Accounts

The Town calculates its allowance for uncollectible accounts using historical collection data and specific account analysis. The Town considers all accounts receivable related to the business-type activity to be fully collectible and accordingly, no allowance for doubtful accounts is considered necessary. The allowance for the general fund is composed of the following:

Real estate	\$ 1,526
Personal property	<u>16,239</u>
Total	<u><u>\$ 17,765</u></u>

I. Capital Assets

Capital assets, which include property, plant, and equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. *Capital assets* are defined by the government as assets with an initial, individual cost of more than \$5,000 and a useful life of more than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	30-40
Machinery and equipment	5-10
Public domain infrastructure	50
Distribution and transmission systems	30-50
Water and sewer plants	30-50

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

---

I. Capital Assets: (Continued)

Infrastructure assets include roads, bridges, underground pipe (other than related to utilities), traffic signals, etc. and includes all activity since July 1, 2001.

J. Capitalization of Interest

The Town follows the policy of capitalizing net interest costs on funds borrowed to finance the construction of proprietary capital assets. Interest is not capitalized on the construction of assets used in governmental activities. For the current year, no interest was capitalized in the water and sewer fund.

K. Deferred Revenue

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, *deferred revenue* in the governmental funds consisted of delinquent property taxes not collected within 45 days of year end.

L. Compensated Absences

The Town has policies which allow for the accumulation and vesting of limited amounts of vacation and sick leave until termination or retirement. Amounts of such absences are accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds when the leave is due and payable.

M. Net Position/Fund Balance

Net position in government-wide and proprietary financial statements are classified as invested in capital assets, net of related debt, restricted, and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through state statute.

Fund balance is divided into five classifications based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of the resources in the governmental funds.

The classifications are as follows:

- **Nonspendable** - Amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.
- **Restricted** - Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)**

---

**M. Net Assets/Fund Balance: (Continued)**

- **Committed** - Amounts constrained to specific purposes by the Town, using its highest level of decision making authority; to be reported as committed, amounts cannot be used for any other purposes unless the same highest level of action is taken to remove or change the constraint.
- **Assigned** - Amounts the Town intends to use for a specified purpose; intent can be expressed by the governing body or by the Council which has been designated this authority.
- **Unassigned** - Amounts that are available for any purpose; positive amounts are reported only in the general fund.

Council establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. Assigned fund balance is established by Council through adoption or amendment of the budget as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

**N. Restricted Resources**

The Town applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**O. Minimum Fund Balance Policy**

Governmental funds of the Town do not have specified fund balance targets. Recommended levels of committed and/or assigned fund balance will be determined on a case by case basis, based on the needs of each fund and as recommended by officials and approved by Council.

**P. Encumbrances**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the appropriation, is employed as an extension of formal budgetary integration in the governmental funds. There are no significant encumbrances as of June 30, 2013.

**Q. Uses of Estimates**

Management uses estimates and assumptions in preparing its financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent liabilities, and reported revenues, expenditures, and expenses. Actual results could differ from those estimates.

**R. Performance Grants Payable**

Performance grants payable are recorded when, in management's opinion, failure by the grantee to meet the performance criteria is unlikely. Refunds of performance grants are reflected as revenues when collection is determined to be likely.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2013 (Continued)

---

#### NOTE 2—DEPOSITS AND INVESTMENTS:

---

##### Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the “Act”) Section 2.2-4400 et seq. of the *Code of Virginia*. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must ledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

##### Investments

###### Investment Policy:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof; obligations of the Commonwealth of Virginia or political subdivisions thereof; obligations of the International Bank for Reconstruction and Development (World Bank); the Asian Development Bank; the African Development Bank; “prime quality” commercial paper and certain corporate notes; banker’s acceptances; repurchase agreements; the Virginia State Non-Arbitrage Program (SNAP); and the State Treasurer’s Local Government Investment Pool (LGIP).

Pursuant to Sec. 2.1-234.7 of the *Code of Virginia*, the Treasury Board of the Commonwealth sponsors the LGIP and has delegated certain functions to the State Treasurer. The LGIP reports to the Treasury Board at their regularly scheduled monthly meetings and the fair value of the position in LGIP is the same as the value of the pool shares (i.e., the LGIP maintains a stable net asset value of \$1 per share). The investment policy specifies that no investment may have a maturity greater than one year from the date of purchase.

The Town has invested bond proceeds subject to rebate of arbitrage earnings in SNAP. SNAP is an open-end management investment company registered with the SEC. SNAP is designed to assist local governments in complying with the arbitrage rebate requirements of the Tax Reform Act of 1986. These programs provide comprehensive investment management, accounting and arbitrage rebate calculation services for proceeds of general obligation and revenue tax-exempt financing of Virginia counties, cities, and towns.

###### Credit Risk:

As required by state statute or by the Town, the Policy requires that commercial paper have a short-term debt rating of no less than “A-1” (or its equivalent) from at least two of the following; Moody’s Investors Service, Standard & Poor’s, and Fitch Investor’s Service, provided that the issuing corporation has a net worth of \$50 million and its long term debt is rated A or better by Moody’s and Standard & Poor’s. Banker’s acceptances and Certificates of Deposit maturing in less than one year must have a short-term debt rating of at least “A-1” by Standard & Poor’s and “P-1” by Moody’s Investor Service. Open-end investment funds must be registered under the Securities Act of the Commonwealth or the Federal Investment Company Act of 1940, provided that they invest only in securities approved for investment herein. Commonwealth of Virginia and Virginia Local Government Obligations secured by debt service reserve funds not subject to annual appropriation must be rated AA or higher by Moody’s or Standard & Poor’s. Repurchase agreements require that the counterparty be rated “A” or better by Moody’s and Standard & Poor’s.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

NOTE 2-DEPOSITS AND INVESTMENTS: (CONTINUED)

---

Investments: (Continued)

Concentration of Credit Risk:

Although the intent of the Policy is for the Town to diversify its investment portfolio to avoid incurring unreasonable risks regarding (i) security type, (ii) individual financial institution or issuing entity, and (iii) maturity, the Policy places no limit on the amount the Town may invest in any one issuer.

At June 30, all of the Town's investments were held in LGIP. All investments were rated AAAM by Standard & Poor's.

	<u>Fair Value</u>
<b>Investments:</b>	
LGIP	\$ 64,823
<b>Deposits</b>	<u>10,694,145</u>
 Total deposits and investments	 <u>\$ 10,758,968</u>
 <b>Reconciliation to Statement of Net Assets - Exhibit 1:</b>	
Primary government:	
Cash and cash equivalents, excluding \$300 cash on hand	\$ 10,643,432
Cash and cash equivalents, restricted	23,022
Discretely presented component unit:	
Cash and cash equivalents	<u>92,514</u>
 Total deposits and investments	 <u>\$ 10,758,968</u>

Interest Rate Risk:

The Policy limits certain investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Agency securities purchased must mature within five years of the date of purchase. Prime commercial paper must mature within 270 days of the date of purchase and banker's acceptances must mature within 180 days of the date of purchase. The Town is only invested in LGIP at year end, in which funds are readily available.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

NOTE 2-DEPOSITS AND INVESTMENTS: (CONTINUED)

Investments: (Continued)

Custodial Credit Risk:

The Policy requires that all investment securities purchased by the Town be held in safekeeping by a third party and evidenced by safekeeping receipts. As required by the *Code of Virginia*, all security holdings with maturities over 30 days may not be held in safekeeping with the “counterparty” to the investment transaction. As of June 30, the Town has no investments subject to custodial credit risk.

Restricted Amounts:

Restricted cash and cash equivalents consist of CDBG Loan Pool.

NOTE 3-RECEIVABLES:

Receivables are as follows:

	General	Water and Sewer	Total
Receivables			
Taxes	\$ 58,033	\$ -	\$ 58,033
Accounts	138,995	462,448	601,443
Gross receivables	\$ 197,028	\$ 462,448	\$ 659,476
Less: allowance for uncollectibles	(17,765)	-	(17,765)
Net receivables	\$ 179,263	\$ 462,448	\$ 641,711

NOTE 4-INTERFUND RECEIVABLES AND PAYABLES/INTERFUND TRANSFERS:

The composition of interfund balances is as follows:

Receivable Fund	Payable Fund	Amount
General Fund	Water and Sewer Fund	\$ 87,665

The balance results from negative pooled cash amounts in the water and sewer fund.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

NOTE 4-INTERFUND RECEIVABLES AND PAYABLES/INTERFUND TRANSFERS: (CONTINUED)

The composition of interfund transfers is as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ -	\$ 551,270
Water and Sewer Fund	<u>551,270</u>	<u>-</u>
Total	<u>\$ 551,270</u>	<u>\$ 551,270</u>

NOTE 5-DUE FROM OTHER GOVERNMENTS:

Amounts due from other governments are as follows:

	<u>Primary Government</u>
Commonwealth of Virginia:	
Personal property tax relief	\$ 18,025
Railroad rolling stock	18,055
Local sales taxes	12,135
Communication taxes	6,576
State fire grant	1,539
Mobile home tax	267
Federal Government:	
Mass transit	3,371
T-21 grant	55,863
LAP grant	<u>170,683</u>
Total	<u>\$ 286,514</u>



TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

NOTE 6-CAPITAL ASSETS:

Capital asset activity for the year was as follows:

	Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013
<b>Governmental Activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 257,486	\$ -	\$ -	\$ 257,486
Construction in Progress	1,702,300	341,509	123,887	1,919,922
Total capital assets not being depreciated	\$ 1,959,786	\$ 341,509	\$ 123,887	\$ 2,177,408
Capital assets, being depreciated:				
Buildings and improvements	\$ 3,037,690	\$ 123,887	\$ -	\$ 3,161,577
Machinery and equipment	3,247,718	155,738	161,843	3,241,613
Public domain infrastructure	1,838,150	-	-	1,838,150
Total capital assets being depreciated	\$ 8,123,558	\$ 279,625	\$ 161,843	\$ 8,241,340
Less accumulated depreciation for:				
Buildings and improvements	\$ 1,046,804	\$ 88,776	\$ -	\$ 1,135,580
Machinery and equipment	2,306,812	192,489	161,843	2,337,458
Public domain infrastructure	368,851	54,432	-	423,283
Total accumulated depreciation	\$ 3,722,467	\$ 335,697	\$ 161,843	\$ 3,896,321
Total capital assets being depreciated, net	\$ 4,401,091	\$ (56,072)	\$ -	\$ 4,345,019
Governmental activities capital assets, net	\$ 6,360,877	\$ 285,437	\$ 123,887	\$ 6,522,427

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

NOTE 6-CAPITAL ASSETS: (CONTINUED)

	Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013
<b>Business-Type Activities:</b>				
Capital assets, not being depreciated:				
Construction in Progress	\$ 809,008	\$ 380,150	\$ -	\$ 1,189,158
Total capital assets not being depreciated	\$ 809,008	\$ 380,150	\$ -	\$ 1,189,158
Capital assets, being depreciated:				
Distributions and transmission systems	\$ 11,624,720	\$ -	\$ -	\$ 11,624,720
Water and sewer plants	13,090,320	-	-	13,090,320
Machinery and equipment	1,978,087	85,069	-	2,063,156
Total capital assets being depreciated	\$ 26,693,127	\$ 85,069	\$ -	\$ 26,778,196
Less accumulated depreciation	\$ 14,387,118	\$ 713,319	\$ -	\$ 15,100,437
Total capital assets being depreciated, net	\$ 12,306,009	\$ (628,250)	\$ -	\$ 11,677,759
Net capital assets	\$ 13,115,017	\$ (248,100)	\$ -	\$ 12,866,917

Depreciation expense was charged to functions/programs as follows:

<b>Governmental activities:</b>	
General government administration	\$ 35,904
Public safety	65,049
Public works	164,773
Parks, recreation and cultural	69,971
Total governmental activities	\$ 335,697
<b>Business-type activities:</b>	
Water and sewer	\$ 713,319
Total business-type activities	\$ 713,319

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

NOTE 7—LONG-TERM LIABILITIES:

Prior Year Defeasance of Debt

In 2003, the Town defeased certain bonds by placing the proceeds in an irrevocable trust to provide for all future debt service payments on the old bonds. Accordingly, the trust account assets and the liabilities for the defeased bonds are not included in the Town's financial statements. At June 30, 2013, \$1,815,948 of bonds outstanding is considered defeased.

The following is a summary of changes in long-term liabilities for the year:

	Amounts Payable at July 1, 2012	Increases	Decreases	Amounts Payable at June 30, 2013	Amounts Due Within One Year
<b>Governmental Activities:</b>					
Other long-term liability	\$ 52,870	\$ -	\$ 52,870	\$ -	\$ -
Compensated absences payable	142,278	2,201	-	144,479	108,359
Total Governmental Activities	<u>\$ 195,148</u>	<u>\$ 2,201</u>	<u>\$ 52,870</u>	<u>\$ 144,479</u>	<u>\$ 108,359</u>
<b>Business-Type Activities:</b>					
Compensated absences payable	\$ 53,510	\$ 1,669	\$ -	\$ 55,179	\$ 41,384
Total Business-Type Activities	<u>\$ 53,510</u>	<u>\$ 1,669</u>	<u>\$ -</u>	<u>\$ 55,179</u>	<u>\$ 41,384</u>
Total Primary Government	<u>\$ 248,658</u>	<u>\$ 3,870</u>	<u>\$ 52,870</u>	<u>\$ 199,658</u>	<u>\$ 149,743</u>

NOTE 8—ENVIRONMENTAL REMEDIATION:

The Department of Environmental Quality (DEQ) has designated the Town a potential responsible party for cleanup of PCBs on certain Town owned property. There are several courses of action that the Town is considering to remedy the situation, with estimated costs ranging from \$750,000 to \$4,000,000. Management has submitted plans for the \$750,000 option to the DEQ. The estimated liability is based on the DEQ accepting this remedy proposed by the Town. If the DEQ does not accept the remedy, the actual costs may be more or less depending on their decision. The Town anticipates completing the project during fiscal year 2014 or 2015.

**NOTE 9—DEFINED BENEFIT PENSION PLAN:**

---

**A. Plan Description**

Name of Plan: Virginia Retirement System (VRS)

Identification of Plan: Agent and Cost-Sharing Multiple-Employer Defined Benefit Pension Plan

Administering Entity: Virginia Retirement System (System)

All full-time, salaried permanent (professional) employees of public school divisions and employees of participating employers are automatically covered by VRS upon employment. Benefits vest after five years of service credit. Members earn one month of service credit for each month they are employed and their employer is paying into the VRS. Members are eligible to purchase prior public service, active duty military service, certain periods of leave and previously refunded VRS service as credit in their plan.

VRS administers two defined benefit plans for local government employees - Plan 1 and Plan 2:

- Members hired before July 1, 2010 and who were vested as of January 1, 2013 are covered under Plan 1. Non-hazardous duty members are eligible for an unreduced retirement benefit beginning at age 65 with at least five years of service credit or age 50 with at least 30 years of service credit. They may retire with a reduced benefit early at age 55 with at least five years of service credit or age 50 with at least 10 years of service credit.
- Members hired or rehired on or after July 1, 2010 and Plan 1 members who were not vested as of January 1, 2013 are covered under Plan 2. Non-hazardous duty members are eligible for an unreduced benefit beginning at their normal Social Security retirement age with at least five years of service credit or when the sum of their age and service equals 90. They may retire with a reduced benefit as early as age 60 with at least five years of service credit.
- Eligible hazardous duty members in Plan 1 and Plan 2 are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. These members include sheriffs, deputy sheriffs and hazardous duty employees of political subdivisions that have elected to provide enhanced coverage for hazardous duty service. They may retire with a reduced benefit as early as age 50 with at least five years of service credit. All other provisions of the member's plan apply.

**NOTE 9—DEFINED BENEFIT PENSION PLAN: (CONTINUED)**

---

**A. Plan Description: (Continued)**

The VRS Basic Benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the member's average final compensation multiplied by the member's total service credit. Under Plan 1, average final compensation is the average of the member's 36 consecutive months of highest compensation. Under Plan 2, average final compensation is the average of the member's 60 consecutive months of highest compensation. The retirement multiplier for non-hazardous duty members is 1.70%. The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. The retirement multiplier for eligible political subdivision hazardous duty employees other than sheriffs and jail superintendents is 1.70% or 1.85% as elected by the employer. The multiplier for Plan 2 members was reduced to 1.65% effective January 1, 2013 unless they are hazardous duty employees and their employer has elected the enhanced retirement multiplier. At retirement, members can elect the Basic Benefit, the Survivor Option, a Partial Lump-Sum Option Payment (PLOP) or the Advance Pension Option. A retirement reduction factor is applied to the Basic Benefit amount for members electing the Survivor Option, PLOP or Advance Pension Option or those retiring with a reduced benefit.

Retirees are eligible for an annual cost-of-living adjustment (COLA) effective July 1 of the second calendar year of retirement. Under Plan 1, the COLA cannot exceed 5.00%; under Plan 2, the COLA cannot exceed 6.00%. During years of no inflation or deflation, the COLA is 0.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia (1950), as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

The system issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2012-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

**B. Funding Policy**

Plan members are required by Title 51.1 of the Code of Virginia (1950), as amended, to contribute 5.00% of their compensation toward their retirement. All or part of the 5.00% member contribution may be assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5% member contribution. This could be phased in over a period up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution. In addition, the Town of Altavista, Virginia is required to contribute the remaining amounts necessary to fund its participation in the VRS using the actuarial basis specified by the Code of Virginia and approved by the VRS Board of Trustees. The Town of Altavista, Virginia's contribution rate for the fiscal year ended 2013 was 11.04% of annual covered payroll.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2013 (Continued)

#### NOTE 9-DEFINED BENEFIT PENSION PLAN: (CONTINUED)

##### C. Annual Pension Cost

For fiscal year 2013, the Town's annual pension cost of \$246,228 (not including the employee contribution of \$111,517) was equal to the Town's required and actual contributions.

##### Three-Year Trend Information for the Town:

<u>Fiscal Year Ending</u>	<u>Annual Pension Cost (APC) (1)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
June 30, 2013	\$ 246,228	100%	\$ -
June 30, 2012	120,132	100%	-
June 30, 2011	120,648	100%	-

(1) Employer portion only

The FY 2013 required contribution was determined as part of the June 30, 2011 actuarial valuation using the entry age actuarial cost method. The actuarial assumptions at June 30, 2011 included (a) an investment rate of return (net of administrative expenses) of 7.00%, (b) projected salary increases ranging from 3.75% to 5.60% per year for general government employees, 3.75% to 6.20% per year for teachers, and 3.50% to 4.75% for employees eligible for enhanced benefits available to law enforcement officers, firefighters, and sheriffs, and (c) a cost-of-living adjustment of 2.50% per year for Plan 1 employees and 2.25% for Plan 2 employees. Both the investment rate of return and the projected salary increases include an inflation component of 2.50%. The actuarial value of the County/City/Town's assets is equal to the modified market value of assets. This method uses techniques that smooth the effects of short-term volatility in the market value of assets over a five-year period. County/City/Town's unfunded actuarial accrued liability is being amortized as a level percentage of projected payrolls on an open basis. The remaining amortization period at June 30, 2011 for the Unfunded Actuarial Accrued Liability (UAAL) was 30 years.

##### D. Funded Status and Funding Progress

As of June 30, 2012, the most recent actuarial valuation date, the plan was 81.86% funded. The actuarial accrued liability for benefits was \$9,381,859, and the actuarial value of assets was \$7,679,879, resulting in an unfunded actuarial accrued liability (UAAL) of \$1,701,980. The covered payroll (annual payroll of active employees covered by the plan) was \$2,059,807, and ratio of the UAAL to the covered payroll was 82.63%.

The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability (AAL) for benefits.

## TOWN OF ALTAVISTA, VIRGINIA

### Notes to Financial Statements As of June 30, 2013 (Continued)

---

#### NOTE 10—SERVICE CONTRACTS:

---

##### Sewage Contract

The Town is party to a 1991 contract with the Town of Hurt. The Town of Hurt made a capital contribution of \$325,000 to be used for expansion of a wastewater treatment plant. In exchange for the capital contribution, the Town contracted to provide sewage services for an indefinite period to an industrial park within the Town of Hurt. The contract provides that these services will be provided at the same rate the Town charges other customers for similar services.

#### NOTE 11—PROPERTY TAXES:

---

The major sources of property taxes are real estate and personal property. Assessments are the responsibility of Campbell County, while billing and collection are the Town's responsibilities. Property taxes are levied annually on assessed values as of January 1 and are due by December 5 each year. Personal property taxes do not create a lien on property. The annual assessment for real estate is based on 100% of the assessed fair market value. A penalty of ten percent of the unpaid tax is due for late payment. Interest is accrued at ten percent for the initial year of delinquency, and thereafter at the maximum annual rate authorized by the *Internal Revenue Code* Section 6621(b). The effective tax rates per \$100 of assessed value for the year ended June 30 were as follows:

Real estate	\$	0.16
Personal property	\$	2.00
Machinery and tools	\$	2.00

#### NOTE 12—RISK MANAGEMENT:

---

The Town is insured for Workers' Compensation, General Liability, Health, and other risks.

Workers' Compensation Insurance is provided through the Virginia Municipal League. During 2012-2013, total premiums paid were approximately \$44,829. Benefits are those afforded through Commonwealth of Virginia as outlined in the *Code of Virginia* Section 65.2-100; premiums are based upon covered payroll, job rates, and claims experience.

General liability and other insurance is provided through policies with the Virginia Municipal League. General liability and business automobile coverage have a \$1,000,000 limit per occurrence. Boiler and machinery has a \$5,000,000 limit. Property insurance is covered per statement of values and is approximately \$25,000,000. Police professional liability and public officials' liability insurance with a \$1,000,000 limit are covered through a policy with the Commonwealth of Virginia. Total premiums paid for the year ended June 30, 2013 were approximately \$64,964.

Healthcare coverage for employees is provided through a policy with Anthem. The Town contributes a percentage of the required premium amount for single coverage for each employee. The Town also pays a percentage of the coverage for dependents and spouses of employees. Total premiums paid for the year ended June 30, 2013 were approximately \$250,242.

There were no significant reductions in insurance coverages from the prior year and no settlements that exceeded the amount of insurance coverage during the last three fiscal years.

TOWN OF ALTAVISTA, VIRGINIA

Notes to Financial Statements  
As of June 30, 2013 (Continued)

---

**NOTE 13-MAJOR CUSTOMERS/TAXPAYERS:**

---

During fiscal year 2013, approximately 71% of general property taxes and 79% of enterprise fund operating revenue were generated by five customers.

**NOTE 14-FUND BALANCE/NET POSITION:**

---

Fund balance is classified as nonspendable, restricted, committed, assigned and/or unassigned based primarily on the extent to which the Town is bound to observe constraints imposed upon the use of the resources in the government funds. The constraints placed on fund balance for the major governmental fund and other governmental fund are presented below:

<b>Category</b>	<b>General Fund</b>
<b>Nonspendable:</b>	
Prepaid Expenses	\$ 21,061
Inventory	58,710
Total Nonspendable	<u>\$ 79,771</u>
<b>Restricted:</b>	
Public Works	\$ 534,500
Community Development	47,669
Public Safety	8,953
Total Restricted	<u>\$ 591,122</u>
<b>Committed:</b>	
Community Development	\$ 277,558
Public Works	491,965
Other Capital Projects	3,026,724
Total Committed	<u>\$ 3,796,247</u>
<b>Assigned:</b>	
Community Development	\$ 2,265
Total Assigned	<u>\$ 2,265</u>
<b>Unassigned</b>	<u>\$ 5,779,962</u>
Total Fund Balance	<u>\$ 10,249,367</u>

**Restricted Net Position**

Balance consists of funds received from the Commonwealth of Virginia to be used for Highway maintenance related projects.



Schedule of Revenues, Expenditures and Changes in Fund Balance -  
 Budget and Actual - General Fund  
 For the Year Ended June 30, 2013

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
General property taxes	\$ 2,147,500	\$ 2,147,500	\$ 2,160,291	\$ 12,791
Other local taxes	1,233,800	1,233,800	1,392,295	158,495
Permits, privilege fees and regulatory licenses	16,000	16,000	21,770	5,770
Fines and forfeitures	8,200	8,200	33,736	25,536
Use of money and property	57,200	62,400	137,327	74,927
Charges for services	7,700	7,700	6,652	(1,048)
Miscellaneous	28,200	32,354	66,955	34,601
Intergovernmental	2,835,000	2,939,500	1,281,712	(1,657,788)
Total revenues	\$ 6,333,600	\$ 6,447,454	\$ 5,100,738	\$ (1,346,716)
<b>Expenditures</b>				
Current:				
General Government Administration	\$ 948,000	\$ 953,000	\$ 913,188	\$ 39,812
Public Safety	1,011,830	1,014,330	908,466	105,864
Public Works	1,721,300	1,833,854	1,425,426	408,428
Parks, Recreation, and Cultural	150,000	171,000	171,119	(119)
Community Development	106,700	106,700	75,732	30,968
Capital Outlay	2,001,000	2,001,000	316,366	1,684,634
Debt service:				
Principal retirement	52,900	52,900	52,870	30
Interest and other fiscal charges	3,700	3,700	3,701	(1)
Total expenditures	\$ 5,995,430	\$ 6,136,484	\$ 3,866,868	\$ 2,269,616
Excess (deficiency) of revenues over expenditures	\$ 338,170	\$ 310,970	\$ 1,233,870	\$ 922,900
<b>Other Financing Sources (Uses)</b>				
Transfers in	\$ 303,100	\$ 321,300	\$ -	\$ (321,300)
Transfers out	(641,270)	(641,270)	(551,270)	90,000
Net Transfers	\$ (338,170)	\$ (319,970)	\$ (551,270)	\$ (231,300)
Net change in fund balance	\$ -	\$ (9,000)	\$ 682,600	\$ 691,600
Fund balance, beginning of year	-	9,000	9,517,935	9,508,935
Fund balance, end of year	\$ -	\$ -	\$ 10,200,535	\$ 10,200,535

The budgetary data presented above is on the modified accrual basis of accounting which is in accordance with generally accepted accounting principles.

Required Supplementary Information  
Schedule of Funding Progress for Defined Benefit Pension Plan  
Last Three Fiscal Years

Actuarial Valuation Date	Actuarial Value of Assets (AVA) (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded Actuarial Accrued Liability (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
June 30, 2012	\$ 7,679,879	\$ 9,381,859	\$ 1,701,980	81.86%	\$ 2,059,807	82.63%
June 30, 2011	7,792,366	8,889,421	1,097,055	87.66%	2,063,637	53.16%
June 30, 2010	7,707,286	8,265,071	557,785	93.25%	2,048,370	27.23%

DRAFT

Discretely Presented Component Unit -  
Altavista Economic Development Authority  
Statement of Net Position  
Proprietary Fund  
At June 30, 2013

---

**Assets:**

## Current assets:

Cash and cash equivalents	\$ 92,514
Due from primary government	<u>26,281</u>
Total current assets	<u>\$ 118,795</u>
Total assets	<u><u>\$ 118,795</u></u>

**Liabilities:**

## Current liabilities:

Accounts payable and accrued liabilities	\$ <u>112,000</u>
Total liabilities	<u>\$ 112,000</u>

**Net Position:**

Unrestricted	\$ <u>6,795</u>
Total net position	<u>\$ 6,795</u>
Total liabilities and net position	<u><u>\$ 118,795</u></u>

Discretely Presented Component Unit -  
 Altavista Economic Development Authority  
 Statement of Revenues, Expenses, and Changes in Net Position  
 Proprietary Fund  
 For the Year Ended June 30, 2013

---

**Operating expenses:**

Incentive payments	\$	36,750
Other expenses		<u>34,797</u>
Total operating expenses	\$	<u>71,547</u>
Operating income (loss)	\$	<u>(71,547)</u>

**Nonoperating revenues (expenses):**

Contributions from primary government	\$	68,875
Other income		15,618
Interest income		<u>143</u>

Net nonoperating revenues (expenses)	\$	<u>84,636</u>
--------------------------------------	----	---------------

Change in net position	\$	13,089
------------------------	----	--------

Net position, beginning of year		<u>(6,294)</u>
---------------------------------	--	----------------

Net position, end of year	\$	<u><u>6,795</u></u>
---------------------------	----	---------------------

DRAFT

Discretely Presented Component Unit -  
 Altavista Economic Development Authority  
 Statement of Cash Flows  
 Proprietary Fund  
 For the Year Ended June 30, 2013

---

Cash flows from operating activities:	
Payments for performance incentive grants	\$ (10,000)
Payments for other expenses	<u>(34,797)</u>
Net cash provided by (used in) operating activities	\$ <u>(44,797)</u>
Cash flows from noncapital financing activities:	
Contribution from primary government	\$ <u>42,625</u>
Net cash provided by (used in) noncapital financing activities	\$ <u>42,625</u>
Cash flows from investing activities:	
Interest earned	\$ 112
Other income	<u>15,618</u>
Net cash provided by investing activities	\$ <u>15,730</u>
Increase in cash and cash equivalents	\$ 13,558
Cash and cash equivalents at beginning of year	<u>78,956</u>
Cash and cash equivalents at end of year	\$ <u><u>92,514</u></u>
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:	
Operating income (loss)	\$ (71,547)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operations:	
Changes in operating assets and liabilities:	
(Increase)/Decrease in accounts payable and accrued liabilities	<u>26,750</u>
Net cash provided by (used in) operating activities	\$ <u><u>(44,797)</u></u>

General Government Revenues by Source (1)  
Last Ten Fiscal Years

Fiscal Year	General Property Taxes	Other Local Taxes	Permits, Privilege Fees & Regulatory Licenses	Fines & Forfeitures	Revenues from the Use of Money & Property	Miscellaneous	Inter-governmental	Total
2012-13	\$ 2,160,291	\$ 1,392,295	\$ 21,770	\$ 33,736	\$ 137,327	\$ 73,607	\$ 1,281,712	\$ 5,100,738
2011-12	2,150,003	1,316,552	16,915	28,577	98,531	70,521	1,412,204	5,093,303
2010-11	2,198,629	1,346,196	1,160	14,942	39,371	143,427	2,016,179	5,759,904
2009-10	2,162,977	1,319,767	660	9,747	78,263	151,693	1,258,475	4,981,582
2008-09	2,047,392	1,325,078	870	10,933	161,059	208,274	1,026,344	4,779,950
2007-08	1,995,533	1,297,749	718	11,035	288,709	178,839	820,474	4,593,057
2006-07	1,979,013	1,285,877	10,488	24,882	305,232	195,269	808,547	4,609,308
2005-06	1,942,439	1,137,224	18,008	31,277	193,301	145,564	833,324	4,301,137
2004-05	1,689,246	1,108,255	17,604	16,812	126,926	185,707	774,876	3,919,426
2003-04	1,728,289	1,157,142	17,918	29,179	72,382	123,088	853,300	3,981,298

(1) Consists solely of general fund revenues

General Government Expenditures by Function (1)  
Last Ten Fiscal Years

Fiscal Year	General Administration	Public Safety	Public Works	Recreation and Cultural	Community Development	Capital Outlay	Debt Service	Total
2012-13	\$ 913,188	\$ 908,466	\$ 1,425,426	\$ 171,119	\$ 75,732	\$ 316,366	\$ 56,571	\$ 3,866,868
2011-12	942,180	1,536,328	1,816,541	260,844	-	595,155	292,356	5,443,404
2010-11	798,637	965,170	1,092,989	287,332	-	1,654,469	82,770	4,881,367
2009-10	873,090	809,229	1,100,745	407,280	-	1,000,165	82,771	4,273,280
2008-09	843,025	812,925	1,310,206	359,546	-	368,475	81,778	3,775,955
2007-08	862,765	801,058	1,469,131	266,062	-	291,182	81,778	3,771,976
2006-07	912,491	742,332	1,199,129	265,425	-	953,788	62,873	4,136,038
2005-06	840,103	826,763	1,474,907	284,406	-	475,640	-	3,901,819
2004-05	808,124	913,427	1,192,425	270,556	-	508,258	10,018	3,702,808
2003-04	710,765	694,842	1,403,846	183,875	-	171,924	10,000	3,175,252

(1) Consists solely of general fund expenditures.

Computation of Legal Debt Limit  
June 30, 2013

Assessed value of real estate, January 1, 2012	\$ <u>259,058,026</u>
Legal debt limit, (10% of \$259,058,026)	\$ 25,905,803
Total bonded debt	<u>-</u>
Legal debt margin	\$ <u>25,905,803</u>

DRAFT



TOWN OF ALTAVISTA, VIRGINIA

Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds  
Last Ten Fiscal Years

	2004	2005	2006	2007
Revenues:				
General property taxes	\$ 1,728,289	\$ 1,689,246	\$ 1,942,439	\$ 1,979,013
Other local taxes	1,157,142	1,108,255	1,137,224	1,285,877
Permits, privilege fees and regulatory licenses	17,918	17,604	18,008	10,488
Fines and forfeitures	29,179	16,812	31,277	24,882
Revenue from use of money and property	77,349	129,512	196,789	311,025
Charges for services	35,688	39,586	41,301	22,705
Miscellaneous	164,108	146,121	104,263	172,564
Intergovernmental	853,300	774,876	833,324	808,547
Total revenues	\$ 4,062,973	\$ 3,922,012	\$ 4,304,625	\$ 4,615,101
Expenditures:				
General government administration	\$ 710,765	\$ 808,124	\$ 840,103	\$ 912,491
Public safety	694,842	913,427	826,763	742,332
Public works	1,403,846	1,192,425	1,474,907	1,199,129
Parks, recreation, and cultural	201,351	290,742	306,242	289,113
Community development	-	-	-	-
Capital outlay	432,074	600,122	478,476	953,788
Debt service:				
Principal retirement	8,561	9,277	-	41,176
Interest and other fiscal charges	1,439	741	-	21,697
Total expenditures	\$ 3,452,878	\$ 3,814,858	\$ 3,926,491	\$ 4,159,726
Excess (deficiency) of revenues over expenditures	\$ 610,095	\$ 107,154	\$ 378,134	\$ 455,375
Other financing sources (uses):				
Transfers in	\$ -	\$ 147,038	\$ 22,381	\$ 23,622
Transfers (out)	-	(147,038)	(22,381)	(23,622)
Other long-term liability proceeds	-	-	307,303	-
Issuance of debt	-	-	-	288,000
Total other financing sources (uses)	\$ -	\$ -	\$ 307,303	\$ 288,000
Special Items:				
Sale of shell building	\$ -	\$ -	\$ -	\$ 288,000
Net changes in fund balances	\$ 610,095	\$ 107,154	\$ 685,437	\$ 1,031,375
Fund balance, beginning	6,274,734	6,884,829	6,991,983	7,677,420
Fund balance, ending	\$ 6,884,829	\$ 6,991,983	\$ 7,677,420	\$ 8,708,795

Table 4

	2008	2009	2010	2011	2012	2013
\$	1,995,533	\$ 2,047,392	\$ 2,162,977	\$ 2,198,629	\$ 2,150,003	\$ 2,160,291
	1,297,749	1,325,078	1,319,767	1,346,196	1,316,552	1,392,295
	718	870	660	1,160	16,915	21,770
	11,035	10,933	9,747	14,942	28,577	33,736
	293,145	163,318	78,619	39,371	98,576	137,327
	31,516	35,867	38,614	24,193	5,867	6,652
	147,325	172,407	113,079	119,234	64,654	66,955
	820,474	1,026,344	1,258,475	2,016,179	1,412,204	1,281,712
\$	4,597,495	\$ 4,782,209	\$ 4,981,938	\$ 5,759,904	\$ 5,093,348	\$ 5,100,738
\$	862,765	\$ 843,025	\$ 873,090	\$ 798,637	\$ 942,180	\$ 913,188
	801,058	812,925	809,229	965,170	1,536,328	908,466
	1,469,131	1,310,206	1,100,745	1,092,989	1,816,541	1,425,426
	279,008	371,936	420,437	308,698	278,255	171,119
	-	-	-	-	-	75,732
	291,182	368,475	1,047,267	1,806,852	595,155	316,366
	52,374	55,579	59,614	63,269	280,378	52,870
	29,404	26,199	23,157	19,501	11,978	3,701
\$	3,784,922	\$ 3,788,345	\$ 4,333,539	\$ 5,055,116	\$ 5,460,815	\$ 3,866,868
\$	812,573	\$ 993,864	\$ 648,399	\$ 704,788	\$ (367,467)	\$ 1,233,870
\$	172,683	\$ 17,080	\$ 45,947	\$ 16,045	\$ 577,419	\$ -
	(627,776)	(723,300)	(109,151)	(443,145)	(620,819)	(551,270)
	-	-	-	-	-	-
	-	-	-	-	-	-
\$	(455,093)	\$ (706,220)	\$ (63,204)	\$ (427,100)	\$ (43,400)	\$ (551,270)
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
\$	357,480	\$ 287,644	\$ 585,195	\$ 277,688	\$ (410,867)	\$ 682,600
	8,420,795	8,778,275	9,065,919	9,651,114	9,928,802	9,517,935
\$	8,778,275	\$ 9,065,919	\$ 9,651,114	\$ 9,928,802	\$ 9,517,935	\$ 10,200,535

**TOWN OF ALTAVISTA, VIRGINIA**

**Comparative Statement of Revenues, Expenses, and Changes in Net Position of Proprietary Fund  
Last Ten Fiscal Years**

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Operating revenues:				
Charges for services	\$ 2,296,260	\$ 2,259,650	\$ 2,427,992	\$ 2,524,577
Other	<u>36,932</u>	<u>15,136</u>	<u>44,311</u>	<u>32,678</u>
Total revenues	<u>\$ 2,333,192</u>	<u>\$ 2,274,786</u>	<u>\$ 2,472,303</u>	<u>\$ 2,557,255</u>
Operating expenses:				
Salaries	\$ 516,878	\$ 531,779	\$ 565,553	\$ 587,689
Fringe benefits	138,983	141,492	172,321	205,490
Maintenance	69,344	40,683	118,922	61,874
Utilities	285,252	288,933	322,305	330,723
Materials and supplies	190,596	184,884	209,419	291,831
Sample testing	14,687	17,721	6,652	14,670
Purchase of water	60,868	70,693	75,059	90,573
Other	27,621	22,052	5,957	14,039
Depreciation	587,447	594,385	593,660	578,595
Amortization	<u>683</u>	<u>683</u>	<u>683</u>	<u>963</u>
Total expenditures	<u>\$ 1,892,359</u>	<u>\$ 1,893,305</u>	<u>\$ 2,070,531</u>	<u>\$ 2,176,447</u>
Operating income (loss)	<u>\$ 440,833</u>	<u>\$ 381,481</u>	<u>\$ 401,772</u>	<u>\$ 380,808</u>
Nonoperating revenues (expenses):				
Interest income	\$ 6,439	\$ 9,382	\$ 13,268	\$ 65,990
Interest expense	(114,555)	(103,729)	(92,567)	(95,647)
Sale of timber	-	145,944	-	-
Environmental remediation	-	-	-	(250,000)
DEQ grant	<u>-</u>	<u>-</u>	<u>19,200</u>	<u>191,148</u>
Total nonoperating revenues (expenses)	<u>\$ (108,116)</u>	<u>\$ 51,597</u>	<u>\$ (60,099)</u>	<u>\$ (88,509)</u>
Income (loss) before transfers and special item	<u>\$ 332,717</u>	<u>\$ 433,078</u>	<u>\$ 341,673</u>	<u>\$ 292,299</u>
Transfers in	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net changes in net position	<u>\$ 332,717</u>	<u>\$ 433,078</u>	<u>\$ 341,673</u>	<u>\$ 292,299</u>
Net position, beginning	<u>9,989,788</u>	<u>10,322,505</u>	<u>10,755,583</u>	<u>11,097,256</u>
Net position, ending	<u><u>\$ 10,322,505</u></u>	<u><u>\$ 10,755,583</u></u>	<u><u>\$ 11,097,256</u></u>	<u><u>\$ 11,389,555</u></u>

Table 5

<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
\$ 2,484,361	\$ 2,448,060	\$ 2,357,531	\$ 2,436,783	\$ 2,473,022	\$ 2,490,550
<u>32,856</u>	<u>22,618</u>	<u>43,566</u>	<u>20,901</u>	<u>35,112</u>	<u>34,859</u>
\$ <u>2,517,217</u>	\$ <u>2,470,678</u>	\$ <u>2,401,097</u>	\$ <u>2,457,684</u>	\$ <u>2,508,134</u>	\$ <u>2,525,409</u>
\$ 561,172	\$ 744,497	\$ 784,417	\$ 767,291	\$ 784,016	\$ 830,583
197,047	222,494	226,524	243,451	247,986	262,470
43,469	66,981	78,773	76,241	57,994	43,594
412,723	490,447	389,940	400,263	434,211	413,835
285,238	355,142	322,200	314,191	305,291	294,745
19,764	19,509	13,889	12,111	16,581	17,242
101,972	66,504	2,244	8,110	7,553	4,007
26,463	13,748	13,434	36,468	96,733	51,397
594,271	610,840	624,286	675,160	733,329	713,319
<u>1,801</u>	<u>1,802</u>	<u>4,064</u>	<u>4,064</u>	<u>54,122</u>	<u>-</u>
\$ <u>2,243,920</u>	\$ <u>2,591,964</u>	\$ <u>2,459,771</u>	\$ <u>2,537,350</u>	\$ <u>2,737,816</u>	\$ <u>2,631,192</u>
\$ <u>273,297</u>	\$ <u>(121,286)</u>	\$ <u>(58,674)</u>	\$ <u>(79,666)</u>	\$ <u>(229,682)</u>	\$ <u>(105,783)</u>
\$ 80,106	\$ 66,672	\$ 20,950	\$ 10,911	\$ 4,480	\$ 3,388
(69,197)	(96,195)	(131,903)	(107,875)	(60,385)	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,292</u>	<u>-</u>
\$ <u>10,909</u>	\$ <u>(29,523)</u>	\$ <u>(110,953)</u>	\$ <u>(96,964)</u>	\$ <u>(28,613)</u>	\$ <u>3,388</u>
\$ <u>284,206</u>	\$ <u>(150,809)</u>	\$ <u>(169,627)</u>	\$ <u>(176,630)</u>	\$ <u>(258,295)</u>	\$ <u>(102,395)</u>
\$ <u>455,093</u>	\$ <u>706,220</u>	\$ <u>73,161</u>	\$ <u>427,100</u>	\$ <u>43,400</u>	\$ <u>551,270</u>
\$ 739,299	\$ 555,411	\$ (96,466)	\$ 250,470	\$ (214,895)	\$ 448,875
<u>11,389,555</u>	<u>12,128,854</u>	<u>12,684,265</u>	<u>12,587,799</u>	<u>12,838,169</u>	<u>12,623,374</u>
\$ <u><u>12,128,854</u></u>	\$ <u><u>12,684,265</u></u>	\$ <u><u>12,587,799</u></u>	\$ <u><u>12,838,269</u></u>	\$ <u><u>12,623,274</u></u>	\$ <u><u>13,072,249</u></u>

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Members of the Town Council  
Town of Altavista, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Town of Altavista, Virginia as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town of Altavista, Virginia's basic financial statements and have issued our report thereon dated **Draft, 2013**.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Altavista, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Altavista, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Altavista, Virginia's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses to be a material weakness. Finding 2013-01

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Altavista, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Town of Altavista, Virginia's Response to Findings

Town of Altavista, Virginia's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Town of Altavista, Virginia's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Charlottesville, Virginia

Draft, 2013

DRAFT

# TOWN OF ALTAVISTA, VIRGINIA

## Schedule of Findings and Responses Year Ended June 30, 2013

---

### Section I - Summary of Auditor's Results

#### Financial Statements

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

### Section II - Financial Statement Findings

#### 2013-01: Segregation of Duties (Material Weakness)

##### Criteria:

A key concept of internal controls is the segregation of duties. No one employee should have access to both accounting records and related assets.

##### Condition:

The Town's current internal control system does not provide adequate segregation of duties over accounting functions.

##### Cause:

Due to the limited size of the Treasurer's Office, a proper separation of duties has not been established and maintained.

##### Effect:

There is more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal controls over financial reporting.

##### Recommendation:

It is recommended that the Town establish a proper separation of duties.

##### Management's Response:

Management feels that duties are segregated to the extent feasible with the staffing levels in place. The Town has a small staff and this creates inherent limitations in the division of duties and the segregation that is feasible.

**Section IV - Prior Year Financial Statement Findings**

**2013-01: Segregation of Duties (Material Weakness)**

**Criteria:**

A key concept of internal controls is the segregation of duties. No one employee should have access to both accounting records and related assets.

**Condition:**

The Town's current internal control system does not provide adequate segregation of duties over accounting functions.

**Cause:**

Due to the limited size of the Treasurer's Office, a proper separation of duties has not been established and maintained.

**Effect:**

There is more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal controls over financial reporting.

**Recommendation:**

It is recommended that the Town establish a proper separation of duties.

**Management's Response:**

Management feels that duties are segregated to the extent feasible with the staffing levels in place. The Town has a small staff and this creates inherent limitations in the division of duties and the segregation that is feasible.



Special Council Meeting—October 8, 2013

The special meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on October 8, 2013 at 5:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mr. Greg Hailey, Attorney

2. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(7) regarding consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

A motion was made by Mrs. Dalton and seconded by Mr. Ferguson

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Council went into closed session at 5:03 P.M.  
Notice was given that council was back in regular session 6:42 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as

Special Council Meeting—October 8, 2013

were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

---

Michael E. Mattox, Mayor

---

J. Waverly Coggsdale, III, Clerk

Regular Council Meeting—October 8, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on October 8, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Kelsey Brown, Altavista Presbyterian Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Interim Chief Ken Walsh, Police Department  
Mr. John Tomlin, Director of Public Works  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions
6. Consent Agenda
  - a) Approval of Minutes-Regular Meeting September 10, 2013
  - b) Receive monthly review of Invoices
  - c) Receive monthly review of Revenue & Expenditures
  - d) Receive monthly review of Reserve Balance/Investment Report
  - e) Departmental Monthly Reports
    - Administration
    - Business License
    - Community Development
    - Economic Development

Regular Council Meeting—October 8, 2013

- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

- a) Virginia Department of Transportation’s “Transportation Alternatives Program” Grant Application

Mayor Mattox advised the purpose of the public hearing is to receive public comment on the proposed Altavista Route 43 Downtown Gateway Project and adopt the Endorsement Resolution.

Mr. Coggsdale advised at last month’s Council meeting, Council approved for Town staff to move forward with the development of an application for consideration of funding through the Virginia Department of Transportation’s Transportation Alternatives Program (TAP). The project would include the area from the intersection of 7<sup>th</sup> Street & Broad Street to Bedford Avenue to Main Street back to Broad Street and be identified as the Altavista Rt. 43 Downtown Gateway Project. The project would construct new or upgrade existing sidewalks, install new and necessary pedestrian crosswalks and timed pedestrian signals for the purpose of creating safe pedestrian and bicycle access at the Town's primary community and central business district gateway entrance along Bedford Avenue. Staff anticipates that the grant application for the project will seek a project budget of \$500,000, with the Town's match portion being 20% of that total.

Ms. Kelly Hitchcock, Region 2000, advised this would extend the same streetscape design as is through the Downtown Business area. She noted a key component is Route 43, as this is the Downtown Gateway and also the beginning of the Virginia Byway. This will include visible crosswalks, sidewalks, and pedestrian signals at the 7<sup>th</sup> Street and Bedford Avenue intersection. She stated the cost is still being determined but the preliminary estimate is \$500,000 with a 20% match for the Town’s portion.

Mayor Mattox opened the public hearing at 7:44 p.m. and asked if anyone would like to speak. No one came forward. He closed the public hearing at 7:45 p.m.

Mr. Edwards stated he could see the attractiveness and the timeliness of the project but could also envision the monies being spent on new industry.

Mrs. Dalton noted school children walk to this intersection and cross over to McDonalds, the YMCA, and other parts of Town. This project would finish the loop and felt this adds to the visual beauty of the Town; this also says to business and industries that Council cares about the community.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the Endorsement Resolution in regard to consideration of funding through VDOT's Transportation Alternatives Program be adopted and the Town

Regular Council Meeting—October 8, 2013

Manager be authorized to execute all the necessary paperwork for such application.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

**ENDORSEMENT RESOLUTION  
FOR THE SUBMITTAL TO THE  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
FY 2014-2015 TRANSPORTATION ALTERNATIVES PROGRAM**

**Whereas**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the project sponsoring jurisdiction requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the Town of Altavista.

**Now, Therefore, Be It Resolved**, that Town of Altavista, requests the Commonwealth Transportation Board to establish a project or the improvement of the Altavista Rt. 43 Downtown Gateway Project. The project will upgrade existing new sidewalks and install new and necessary pedestrian crosswalks and timed pedestrian signals for the purpose creating safe pedestrian and bicycle access at the Town’s primary community and central business district gateway entrance along Bedford Avenue, which also serves as the starting point for Virginia Route 43; a State classified Virginia Scenic Byway.

**Be It Further Resolved**, that the Town of Altavista hereby agreed to provide a minimum 20 percent matching contribution for this project.

**Be It Further Resolved**, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

**Be It Further Resolved**, that the Town of Altavista will be responsible for maintenance and operating costs of any facility constructed with the Transportation Alternatives Program funds unless other arrangements have been made with the Department.

**Be It Further Resolved**, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department, is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2013, Town of Altavista, Virginia.

BY: \_\_\_\_\_  
J. Waverly Coggsdale, III  
Town Manager, Town of Altavista

Attest: \_\_\_\_\_

## Regular Council Meeting—October 8, 2013

### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

Mrs. Dalton advised the Finance Committee/Human Resources Committee met and discussed agenda items: Town Investments/Water Improvements Infrastructure Funding, Armory Reuse/Redevelopment, Healthcare Benefits for Retirees, and Virginia Retirement System Hybrid Retirement Plan and Disability Plan.

##### ii. Police/Legislative Committee

Mr. Edwards advised the Police/Legislative Committee met and had a successful meeting.

Mr. Edwards stated he was pleased to report the transition in the Police Department has progressed exceedingly well. The fact that crime rate is down and clearance rate remains high. He noted a change in focus that he felt was more important. Interim Chief Walsh has taken the position of quality of life in the Town is more important than the issuance of traffic tickets as a result he is focused on more serious problems in town in regards to the drug problem. He stated unfortunately Altavista has a drug concern and felt it was a serious issue. He referred to an annual study conducted by the Federal Bureau of Investigations; crimes fueled by drugs ranged from 92 to 98 percent. That statistic dictates if Altavista wants a safe community, resources must be directed towards the drug issue. He noted Interim Chief Walsh is also in the process of initiating a cooperative program with the businesses of Altavista to help them be proactive in the prevention of crime. Mr. Edwards felt the new focus was very encouraging and a value for the taxpayers.

Mr. Edwards stated for a couple of years the Altavista Police Department has conducted tractor/trailer inspections and in order for the officers to remain certified a certain number of inspections had to occur monthly. After discussion, it was concluded the Altavista uniformed officers could assist the Virginia State Police with citations associated with the VSP conducted inspections and the Town would receive the revenue.

Mayor Mattox noted during his term as Chairman of the Police Committee, the officers did a great job with the truck inspections.

It was the consensus of Council that the Altavista uniformed officers could assist the Virginia State Police with citations associated with the VSP conducted inspections.

##### iii. Public Works/Utility Committee

Mr. Ferguson advised the Public Works/Utility Committee discussed the following items:

##### Town Bicycle Accommodation Plan (DRAFT)

Mr. Ferguson advised previously, the Town Bicycle Accommodation Plan (Draft) that was prepared by Region 2000 staff was distributed to Town Council for their review. The Committee has discussed this issue and feels it would be best to invite Kelly Hitchcock of the Region 2000 staff to a brief work session to give Council an overview of the plan. The Committee recommends that the work session be scheduled for Tuesday, November 12<sup>th</sup> at 6:00 p.m. and would include an

## Regular Council Meeting—October 8, 2013

overview of the plan and an opportunity to ask questions or offer suggestions.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton to schedule a work session regarding the Town Bicycle Accommodation Plan (Draft) for Tuesday, November 12<sup>th</sup> at 6:00 p.m. in the Council Chambers.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### Campbell County- Water Tank Request

Mr. Ferguson advised the Committee has considered the possibility of seeking to obtain the elevated water tank located adjacent to the Altavista Commons Shopping Center from Campbell County. A letter was presented to Council from Mr. Clif Tweedy, Deputy County Administrator, indicating the County's intent to dismantle the tank and the associated costs. It is also noted that the removal of the tank will require the Town to install a circuit that will close the valve when Reynolds Spring is in operation. The Committee has discussed and recommends the Town request that Campbell County convey the tank to the Town of Altavista and that the funding that would be used for demolition of the tank be appropriated to the Town by the County.

A motion was made by Mr. Ferguson, seconded by Mr. George, to authorize the Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford Water Tank to the Town from the County with \$40,000 appropriated to the Town from the County.

Mr. Higginbotham questioned the piping cost.

Mr. Coggsdale mentioned this would be an expense only if the water tank is removed and this is something that could be in the request. Mr. Tweedy's letter indicated the re-piping would cost approximately \$16,000.

Mr. Ferguson mentioned this request is to authorize the Town Manager to correspond with Campbell County in regards to the conveyance of the water tank. He amended his motion to include an additional \$16,000.

Mr. Edwards asked if this means the Town would take possession of the tank and request the \$40,000 that the County would use to disassemble. He stated he was not willing to accept this agreement.

Mr. Coggsdale noted the correspondence signifies the County is ready to move on this project. Mr. Coggsdale asked if the County accepts is the Town going to move forward with it.

Mr. Higginbotham felt if the County accepts the offer it's a done deal.

Mr. George withdrew his second.

## Regular Council Meeting—October 8, 2013

Mr. Ferguson stated after much discussion, the Public Works Committee felt it was a good deal.

Mr. Edwards questioned the cost to put this tank into operation.

Mr. Ferguson responded it may never be put into operation, but the Town may need the storage tank at some point.

Mr. Edwards asked why the Town would want the tank.

Mr. Ferguson replied if the Town takes ownership and then decides they don't need the tank, the funds from the County are available to dismantle. He mentioned if an industry opens in that area and the Town needs a tank, a new one would have to be built.

Mr. Tomlin stated it boils down to what the Town plans to do once they obtain the water tank. The likelihood of the Town selling water to Campbell County is slim. He felt the two areas the Town could service with this tank were Altavista Commons and Gibsonland. He noted the estimate to refurbish the tank is approximately \$200,000. He felt the Town could not have enough water tanks. It is imperative to have as much storage as possible.

Mrs. Dalton asked if WW Associates had weighed in on this subject.

Mr. Coggsdale replied they had.

Mr. Edwards asked if WW Associates pointed out where the Town might use this water tank.

Mr. Tomlin stated they did not but part of their report covered the corridor from Route 29 over to Route 43 and it could possibly be utilized there.

Mr. Higginbotham stated the only downside he could see was if the \$40,000 estimate was off. The upside is the availability of the tank for additional storage. He felt he could support obtaining the tank.

Mr. Edwards suggesting contacting the County and advising the Town will accept ownership with the provision that the Town can return it to the County at any time and the County would not pay the Town the \$40,000.

Mrs. Dalton felt tearing the tank down would be a waste and Council needs to find a way not to waste it.

Mr. Higginbotham asked Mr. Tomlin if his thoughts were to put the tank into service.

Mr. Tomlin replied only for storage.

Mr. Higginbotham questioned the amount of water purchased from Campbell County.

Mr. Coggsdale responded \$3,300 is in this year's budget for the water purchase.

Mr. Tomlin suggested having an engineer look at the tank and give an



## Regular Council Meeting—October 8, 2013

estimate of cost to refurbish and an estimate to dismantle.

Recommendation of Council was to seek estimates to refurbish and to dismantle the water tank with a decision at the November Council meeting.

Mayor Mattox asked if this water tank could keep Abbott/Ross Laboratories in operation in an emergency situation.

Mr. Tomlin stated it could.

Mr. Higginbotham suggested to Mr. Tomlin to quantify the benefits of the water tank for storage.

### Other Items/Updates

WWTP EOP – The Committee has asked staff to develop an informational packet for Council regarding the on-going activities related to the WWTP Emergency Overflow Pond. Discussion was held on the possibility of creating a dike in a portion of the pond, as well as other items that could possibly assist companies in their efforts to sample and test in the pond; these items were tabled for further review and discussion.

Mr. Higginbotham advised Mr. Greg Boothe and an associate visited the site and conducted some testing. He hopes to return in six to eight weeks. Mr. Higginbotham suggested the Committee consider some type of barge to be used in the lagoon. Mr. Lou Licht is coming November 12<sup>th</sup> to dig up roots for testing and would like to make a presentation to Council.

Mr. Edwards mentioned a NASA Representative was with Mr. Boothe and the \$12,000 was funded by NASA.

English Park Paving- Staff is working on having the park pavement areas surface treated.

Mayor Mattox called for a tentative work session on the PCBs in January, third Tuesday.

#### b) Others

#### 9. New Business

#### 10. Unfinished Business

#### 11. Manager's Report

##### a) Project Updates

### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Pittsylvania Avenue has been reopened.
- Utility Work continues on 7<sup>th</sup> Street.
- Concrete work along Main Street between Pittsylvania Avenue and Campbell Avenue continues.

Mr. Coggsdale referred to a memo presented to Council regarding Project 5 & 6 Quality Assurance Budget. The memo advises it is estimated that the line item to complete this project needs to be increased by \$12,645. This increase will not

Regular Council Meeting—October 8, 2013

require additional funds but can be deducted from the current \$31,439 in the contingency remaining for the project.

**Bedford Avenue Waterline Replacement Project**

- Project Coordination Meeting is set with VDOT on Monday, October 7<sup>th</sup>.
- Surveying work is underway in the project area.

b) Other Items as Necessary

Mr. Coggsdale advised of a problem with the disinfectant system at the Wastewater Treatment plant which had to be replaced at \$32,000.

c) Informational Items

12. Matters from Town Council

Mr. George advised the Recreation Committee met and is asking Council to consider some changes to English Park including the elimination of the softball field closest to the gazebo, the removal of one of the volleyball courts and the trimming of some limbs along the river for better visibility.

Mayor Mattox referred this matter to the Public Works Committee for review.

Mayor Mattox advised of a retirement dinner scheduled October 9, 2013 for Mr. Frank Murray, Executive Director of the Avoca Museum.

It was the consensus of Council for the Town Manager to draft a Resolution of Appreciation for Mr. Murray.

13. Closed Session

Mayor Mattox reminded Council members of the Joint Town/County meeting scheduled for October 10 at 6:30 p.m.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to continue the Council meeting at 6:30 p.m. October 10, 2013.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was continued until 6:30 October 10, 2013.

---

Michael E. Mattox, Mayor

---

J. Waverly Coggsdale, III, Clerk

## Special Council Meeting—October 8, 2013

The continued meeting of the Council of the Town of Altavista reconvened at 6:30 p.m. on October 10, 2013 at the Altavista Train Station, Altavista, Virginia for a joint meeting with Campbell County Board of Supervisors and the Town of Brookneal.

### 1. Mayor Mattox called the meeting to order and presided.

#### Council members

Present: Mayor Michael Mattox  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George

#### Council members

Absent: Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Jay Higginbotham

#### Campbell County Board of Supervisors

Present: Eddie Gunter, Jr., Chairman, Presiding  
James A. Borland  
Charles W. Falwell  
Stanley I. Goldsmith  
Hugh T. Pendleton, Jr.  
J.D. Puckett

#### Campbell County Board of Supervisors

Absent: Steven M. Shockley

#### Town of Brookneal Council Members

Present: Phyllis Campbell, Mayor  
James (Champ) Nowlin  
Richard Adams  
Barbara LaPrade  
Joseph B. David, Jr.

#### Town of Brookneal Council Members

Absent: Robert (Bob) Jean  
Mark Wilkes

#### Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Dan Witt, Assistant Town Manager  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mr. R. David Laurell, County Administrator  
Mr. Clifton M. Tweedy, Deputy County Admin.  
Ms. Catherine Moore, Clerk to the Board  
Mr. Russell Thurston, Brookneal Town Manager  
Mr. Mike Crews, Public Works Director, Brookneal  
Mr. Richard Baldwin, Chief of Police, Brookneal  
Ms. Bobbie Waller, Clerk/Treasurer, Brookneal

Mayor Mattox welcomed everyone to the Town of Altavista. He asked that everyone keep former Mayor, Rudy Burgess, in their prayers as he was recently admitted to Autumn Care Nursing Home. Before the meal was served, each person was recognized and invited to tell something about themselves. It had been a number of years since the Towns and County had met. The evening was spent enjoying good food and getting to know one another. Having good relationships between the

## Special Council Meeting—October 8, 2013

County and the Towns has always been the foundation of Campbell County's success.

The meeting was adjourned at 8:30 p.m.

---

Michael E. Mattox, Mayor

---

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 04/2014  
10/01/2013 TO: 10/31/2013

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
31531	93	UNITED STATES POST OFFICE	10/01/2013	484.77
31532	6	ALTAVISTA AREA YMCA	10/04/2013	25,000.00
31533	11	AVOCA	10/04/2013	11,575.00
31534	4	BOXLEY AGGREGATES	10/04/2013	994.40
31535	12	BRENNTAG MID-SOUTH INC	10/04/2013	4,397.19
31536	28	COLUMBIA GAS	10/04/2013	174.82
31537	20	J JOHNSON ELLER JR	10/04/2013	1,887.75
31538	71	FAIRPOINT COMMUNICATIONS	10/04/2013	395.95
31539	50	GRETNA TIRE INC	10/04/2013	868.10
31540	52	HACH COMPANY	10/04/2013	390.12
31541	1	JIMMIE B BROWN JR	10/04/2013	162.00
31542	67	ORKIN PEST CONTROL LLC	10/04/2013	233.11
31543	80	SOUTHSIDE ELECTRIC COOP	10/04/2013	879.41
31544	35	TREASURER OF VA/VITA	10/04/2013	109.65
31545	92	UNIFIRST CORP	10/04/2013	1,115.79
31546	128	ADAMS CONSTRUCTION CO	10/04/2013	478.80
31547	505	ALLIED JANITORIAL SERVICE INC	10/04/2013	1,197.00
31548	303	ALTAVISTA CHAMBER OF COMMERCE	10/04/2013	5,000.00
31549	170	ALTAVISTA ON TRACK	10/04/2013	8,750.00
31550	126	ALTAVISTA VOLUNTEER FIRE CO IN	10/04/2013	10,539.00
31551	576	KENNETH HUNT	10/04/2013	50.00
31552	411	MANPOWER	10/04/2013	520.00
31553	300	NAPA AUTO PARTS	10/04/2013	314.23
31554	589	PURCHASE POWER	10/04/2013	500.00
31555	379	REI CONSULTANTS INC	10/04/2013	1,106.59
31556	510	RIVER VALLEY RESOURCES LLC	10/04/2013	68.00
31557	582	THE CUTTING EDGE OF VIRGINIA	10/04/2013	9,429.00
31558	542	WILLOUGHBY & ASSOCIATES INC	10/04/2013	560.00
31559	449	GARY PENN	10/07/2013	1,000.00
31560	84	ALTAVISTA JOURNAL	10/11/2013	498.00
31561	103	BEACON CREDIT UNION	10/11/2013	910.00
31562	145	CHANDLER CONCRETE CO INC	10/11/2013	261.00
31563	1	DAN WITT	10/11/2013	82.00
31564	41	FISHER SCIENTIFIC	10/11/2013	1,952.93
31565	57	ICMA RETIREMENT TRUST-457 #304	10/11/2013	1,425.00
31566	58	INSTRUMENTATION SERVICES INC	10/11/2013	708.00
31567	1	JOHN PANSELL	10/11/2013	39.87
31568	59	KAPPE ASSOCIATES INC	10/11/2013	4,446.03
31569	72	PHYSICIANS TREATMENT CENTER	10/11/2013	120.00
31570	110	VUPS INC	10/11/2013	77.70
31571	116	XEROX CORP	10/11/2013	1,704.28
31572	418	BSW INC	10/11/2013	620.00
31573	9999998	CRAIG, KAREN	10/11/2013	150.00
31574	164	DMV	10/11/2013	320.00
31575	301	ENGLISH'S LLC	10/11/2013	400.09
31576	9999997	FERGUSON SR., TYRONE	10/11/2013	135.55
31577	566	INTEGRATED TECHNOLOGY GROUP IN	10/11/2013	683.75
31578	411	MANPOWER	10/11/2013	520.00
31579	454	O'REILLY AUTOMOTIVE INC	10/11/2013	244.16
31580	9999998	PLBF GLOBAL	10/11/2013	150.00
31581	357	TOMMY MERRICKS	10/11/2013	100.00

31582	515 DALE TYREE JR	10/11/2013	3,540.00
31583	587 US POSTAL SERVICE (POSTAGE BY	10/11/2013	1,500.00
31584	354 WILEY & WILSON	10/11/2013	13,681.99
31585	192 WW ASSOCIATES INC	10/11/2013	7,750.00
31586	84 ALTAVISTA JOURNAL	10/18/2013	29.00
31587	578 AMERITAS LIFE INSURANCE CORP	10/18/2013	2,481.12
31588	461 KATHI BOGERT	10/18/2013	862.00
31589	4 BOXLEY AGGREGATES	10/18/2013	2,634.27
31590	36 DOMINION VIRGINIA POWER	10/18/2013	39,904.31
31591	118 FERGUSON ENTERPRISES INC #75	10/18/2013	4,640.46
31592	576 KENNETH HUNT	10/18/2013	35.00
31593	411 MANPOWER	10/18/2013	520.00
31594	68 ORKIN PEST CONTROL	10/18/2013	275.10
31595	96 UNIVAR USA INC	10/18/2013	1,540.00
31596	413 VERIZON WIRELESS	10/18/2013	480.08
31597	452 VML INSURANCE PROGRAMS	10/18/2013	1,182.00
31598	142 KENNETH WALSH	10/18/2013	1,000.00
31599	9 AFLAC	10/25/2013	1,814.83
31600	103 BEACON CREDIT UNION	10/25/2013	910.00
31601	12 BRENNTAG MID-SOUTH INC	10/25/2013	2,831.49
31602	294 BUSINESS CARD	10/25/2013	9,196.44
31603	32 CONTROL EQUIPMENT CO INC	10/25/2013	485.54
31604	283 ECK SUPPLY CO	10/25/2013	416.59
31605	41 FISHER SCIENTIFIC	10/25/2013	465.99
31606	1 GOOD EARTH PRODUCTS INC	10/25/2013	145.33
31607	52 HACH COMPANY	10/25/2013	253.72
31608	57 ICMA RETIREMENT TRUST-457 #304	10/25/2013	1,425.00
31609	59 KAPPE ASSOCIATES INC	10/25/2013	32,604.29
31610	1 MARY HALL	10/25/2013	591.85
31611	235 MIKE MATTOX	10/25/2013	732.80
31612	1 PAUL & BARBARA GIBSON	10/25/2013	100.00
31613	1 SCOTT EARHART	10/25/2013	50.00
31614	591 BRAND ACCELERATION INC	10/25/2013	13,565.00
31615	592 CENTRAL VA COMMUNITY COLLEGE	10/25/2013	2,500.00
31616	427 CENTURYLINK	10/25/2013	2,240.83
31617	580 CHC OF VIRGINIA INC	10/25/2013	30,723.49
31618	574 CHRISTOPHER MICALE, TRUSTEE	10/25/2013	125.00
31619	9999997 DUBOIS, VIRGINIA	10/25/2013	40.24
31620	411 MANPOWER	10/25/2013	520.00
31621	9999998 NEW BEGINNINGS BAPTIST CHURCH	10/25/2013	150.00
31622	9999997 NGUYEN, TRUNG	10/25/2013	60.55
31623	423 NTELOS	10/25/2013	823.85
31624	334 PULSAFEEDER INC	10/25/2013	6,782.80
31625	379 REI CONSULTANTS INC	10/25/2013	882.13
31626	9999997 SHELTON, ANGELA DAWN	10/25/2013	74.87
31627	9999998 SONNY MERRYMAN, INC	10/25/2013	150.00
31628	590 TRANE U S INC	10/25/2013	868.94
31629	142 KENNETH WALSH	10/25/2013	1,500.00

NO. OF CHECKS: 99

TOTAL CHECKS

298,815.94

Town of Altavista  
FY 2014 Revenue Report  
33% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	410,000	410,000	29,780	7	34,280	8	410,000
Public Service - Real & Personal	62,000	62,000	0	0	0	0	62,000
Personal Property	195,000	195,000	-33,089	-17	-31,120	-16	195,000
Personal Property - PPTRA	100,000	100,000	7,979	8	10,344	10	100,000
Machinery & Tools	1,470,100	1,470,100	0	0	0	0	1,470,100
Mobile Homes - Current	500	500	27	5	39	8	500
Penalties - All Taxes	5,000	5,000	423	8	1,282	26	5,000
Interest - All Taxes	3,000	3,000	496	17	1,387	46	3,000
Local Sales & Use Taxes	125,000	125,000	-547	0	35,890	29	125,000
Local Electric and Gas Taxes	100,000	100,000	11	0	27,428	27	100,000
Local Motor Vehicle License Tax	43,000	43,000	4,162	10	5,837	14	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	60,000	60,000	-1,730	-3	22,778	38	60,000
Local Meal Taxes	620,000	620,000	-6,414	-1	160,909	26	620,000
Audit Revenue	3,500	3,500	0	0	0	0	3,500
Container Rental Fees	1,000	1,000	0	0	0	0	1,000
Communications Tax	40,000	40,000	-3,165	-8	6,848	17	40,000
Transit Passenger Revenue	4,000	4,000	189	5	1,831	46	4,000
Business License Fees/Contractors	11,000	11,000	0	0	0	0	11,000
Business License Fees/Retail Services	110,000	110,000	250	0	340	0	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	0	0	0	0	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	102	1	102	1	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista  
FY 2014 Revenue Report  
33% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	40	4	360	36	1,000
Fines & Forfeitures - Court	20,000	20,000	3,601	18	6,434	32	20,000
Parking Fines	200	200	50	25	250	125	250
Interest and Interest Income	47,000	47,000	1,179	3	5,616	12	47,000
Rents - Rental of General Property	1,000	1,000	150	15	550	55	1,000
Rents - Pavilion Rentals	2,000	2,000	50	3	1,125	56	2,000
Rents - Booker Building Rentals	4,000	4,000	750	19	1,800	45	4,000
Rents - Rental of Real Property	45,000	45,000	6,345	14	18,597	41	45,000
Property Maintenance Enforcement	1,300	1,300	111	9	444	34	1,300
Railroad Rolling Stock Taxes	18,000	19,000	0	0	19,060	100	19,000
State DCJS Grant	75,000	75,000	0	0	20,037	27	75,000
State Rental Taxes	1,100	1,100	0	0	0	0	1,100
State/Misc. Grants (Fire Grant)	9,100	9,100	-1,539	-17	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	8,100
State Transit Revenue	12,810	12,810	10,334	81	10,334	81	12,810
Campbell County Grants	57,100	57,100	0	0	0	0	57,100
Litter Grant	1,600	1,600	1,982	124	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	-1,703	-46	0	0	3,700
VDOT TEA 21 Grant	0	726,320	-55,863	-8	0	0	726,320
VDOT LAP Funding	0	751,758	-170,683	-23	219	0	751,760
Federal Transit Revenue	78,300	78,300	-1,522	-2	9,325	12	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	0	0	4,000
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	-16,703	-167	897	9	10,000
Misc. - Cash Discounts	200	200	7	4	7	4	200



Town of Altavista  
FY 2014 Revenue Report  
33% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Miscellaneous	13,000	13,000	36,452	280	43,625	336	48,000
Misc. - State Forfeiture Fund	0	0	0	0	97	0	0
Misc. - Federal Forfeiture Fund			2,067		2,067		
Transfer In from General Fund (C.I.P.)	0	9,750	0	0	0	0	9,750
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	224,922
	<b><u>3,975,710</u></b>	<b><u>5,689,460</u></b>	<b><u>-186,421</u></b>	<b><u>-3.28</u></b>	<b><u>430,000</u></b>	<b><u>7.56</u></b>	<b><u>5,724,912</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
33% of Year Lapsed

	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	5,667,080	5,921,480	389,613	7	1,775,841	30	5,958,280
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	68,655	2	456,545	14	3,354,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u><u>7,193,510</u></u>	<u><u>9,365,630</u></u>	<u><u>458,268</u></u>	<u><u>5</u></u>	<u><u>2,248,636</u></u>	<u><u>24</u></u>	<u><u>9,402,430</u></u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
33% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	33,530	33,530	2,670	8	9,866	29	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>2,670</u>	<u>8</u>	<u>9,866</u>	<u>29</u>	<u>33,930</u>
Administration							
Operations	709,900	709,900	34,050	5	249,801	35	709,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>716,900</u>	<u>34,050</u>	<u>5</u>	<u>249,801</u>	<u>35</u>	<u>716,900</u>
Non-Departmental							
Operations	865,580	866,580	63,727	7	161,873	19	866,632
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-31,200
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-410,932
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-16,250</u>	<u>25</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>63,727</u>	<u>18</u>	<u>145,623</u>	<u>41</u>	<u>359,500</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>11,390</u>	<u>1</u>	<u>285,404</u>	<u>17</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>75,116</u>	<u>4</u>	<u>431,027</u>	<u>21</u>	<u>2,040,500</u>
Public Safety							
Operations	918,180	918,180	49,906	5	240,529	26	918,180
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>58,250</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>976,430</u>	<u>49,906</u>	<u>5</u>	<u>240,529</u>	<u>25</u>	<u>976,430</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
33% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	954,400	954,400	66,429	7	267,890	28	954,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>40,000</u>	<u>68,000</u>	<u>10,128</u>	<u>15</u>	<u>15,678</u>	<u>23</u>	<u>68,000</u>
Public Works - TOTAL:	<u>994,400</u>	<u>1,022,400</u>	<u>76,557</u>	<u>7</u>	<u>283,568</u>	<u>28</u>	<u>1,022,400</u>
Economic Development							
Operations	133,320	133,320	18,814	14	42,905	32	168,320
CIP	<u>129,400</u>	<u>129,400</u>	<u>0</u>	<u>0</u>	<u>24412.4</u>	<u>0</u>	<u>129400</u>
Economic Development - TOTAL:	<u>262,720</u>	<u>262,720</u>	<u>18,814</u>	<u>7</u>	<u>67,317</u>	<u>26</u>	<u>297,720</u>
Transit System							
Operations	85,400	85,400	4,624	5	26,570	31	85,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>44,500</u>	<u>44,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>44,500</u>
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>4,624</u>	<u>4</u>	<u>26,570</u>	<u>20</u>	<u>129,900</u>
GENERAL FUND TOTALS							
Operations	3,192,830	3,192,830	240,221	8	983,184	31	3,229,630
Debt Service	0	0	0	0	0	0	0
CIP	275,400	1,988,150	21,518	1	325,494	16	1,988,150
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>3,468,230</u>	<u>5,180,980</u>	<u>261,738</u>	<u>5</u>	<u>1,308,678</u>	<u>25</u>	<u>5,217,780</u>

Town of Altavista  
Council / Planning Commission  
FY 2014 Expenditure Report  
33% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	6,997	33	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	0	0	0	0	8,000
Other Charges	4,530	4,530	921	20	2,869	63	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>33,530</b>	<b>33,530</b>	<b>2,670</b>	<b>8</b>	<b>9,866</b>	<b>29</b>	<b>33,930</b>

Town of Altavista  
Administration  
FY 2014 Expenditure Report  
33% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	399,600	399,600	21,007	5	129,992	33	399,600
Other Employee Benefits	18,000	18,000	0	0	1,052	6	18,000
Services	145,300	145,300	7,012	5	61,635	42	145,300
Other Charges	119,900	119,900	4,080	3	48,468	40	119,900
Materials & Supplies	27,100	27,100	1,950	7	8,655	32	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
<b>Total Expenditures</b>	<b>716,900</b>	<b>716,900</b>	<b>34,050</b>	<b>5</b>	<b>249,801</b>	<b>35</b>	<b>716,900</b>

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
33% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	48,600	48,600	7,500	15	43,345	89	48,600
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,845
<i>USDA Assistance</i>	0	0	0	0	0	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	2,500	100	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	0	0	500
Contribution - Altavista EMS	11,100	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	0	0	52,000
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	50,000	50	100,000
Contribution - Altavista Fire Co.	9,100	9,100	10,539	116	10,539	116	10,500
Contribution - Avoca	16,900	16,900	4,225	25	8,450	50	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	8,750	10	17,500	21	85,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>323,700</b>	<b>323,700</b>	<b>56,014</b>	<b>17</b>	<b>129,834</b>	<b>40</b>	<b>325,100</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Fuel - Fire Company	5,000	5,000	363	7	1,089	22	5,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>5,000</b>	<b>5,000</b>	<b>363</b>	<b>7</b>	<b>1,089</b>	<b>22</b>	<b>5,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>328,700</b>	<b>328,700</b>	<b>56,377</b>	<b>17</b>	<b>130,923</b>	<b>40</b>	<b>330,100</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	31,200
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	410,932
Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
33% of Year Lapsed

	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>507,480</b>	<b>508,480</b>	<b>0</b>	<b>0</b>	<b>16,250</b>	<b>3</b>	<b>507,132</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>							
Avoca Materials & Supplies	29,400	29,400	7,350	25	14,700	50	29,400
<b>MATERIALS &amp; SUPPLIES - TOTAL</b>	<b>29,400</b>	<b>29,400</b>	<b>7,350</b>	<b>25</b>	<b>14,700</b>	<b>50</b>	<b>29,400</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>865,580</b>	<b>866,580</b>	<b>63,727</b>	<b>7</b>	<b>161,873</b>	<b>19</b>	<b>866,632</b>
<b>CAPITAL OUTLAY - Non-Departmental</b>							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	8,314	1	158,341	17	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	0	0	0	0	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	3,075	0	127,063	17	767,100
<b>CAPITAL OUTLAY -TOTAL</b>	<b>6,000</b>	<b>1,681,000</b>	<b>11,390</b>	<b>1</b>	<b>285,404</b>	<b>17</b>	<b>1,681,000</b>
<b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>	<b>871,580</b>	<b>2,547,580</b>	<b>75,116</b>	<b>3</b>	<b>447,277</b>	<b>18</b>	<b>2,547,632</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,100</b>	<b>2,039,100</b>	<b>75,116</b>	<b>4</b>	<b>431,027</b>	<b>21</b>	<b>2,040,500</b>



Town of Altavista  
Public Safety  
FY 2014 Expenditure Report  
33% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	785,680	785,680	38,306	5	205,802	26	785,680
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	0	0	325	6	5,900
Other Charges	40,300	40,300	2,068	5	12,368	31	40,300
Materials & Supplies	86,300	86,300	9,533	11	22,034	26	86,300
Capital Outlay	48,500	58,250	0	0	0	0	58,250
<b>Total Expenditures</b>	<b>966,680</b>	<b>976,430</b>	<b>49,906</b>	<b>5</b>	<b>240,529</b>	<b>25</b>	<b>976,430</b>

Town of Altavista  
Public Works  
FY 2014 Expenditure Report  
33% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	673,300	673,300	41,382	6	198,669	30	673,300
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	80	1	616	7	8,500
Other Charges	25,600	25,600	1,489	6	4,749	19	25,600
Materials & Supplies	247,000	247,000	23,479	10	63,856	26	247,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	10,128	15	15,678	23	68,000
<b>Total Expenditures</b>	<b>994,400</b>	<b>1,022,400</b>	<b>76,557</b>	<b>7</b>	<b>283,568</b>	<b>28</b>	<b>1,022,400</b>

Town of Altavista  
Economic Development  
FY 2014 Expenditure Report  
33% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	77,800	77,800	3,395	4	24,090	31	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	14,700	13,984	95	14,957	102	49,700
Other Charges	35,320	35,320	1,426	4	3,783	11	35,320
Materials & Supplies	5,500	5,500	9	0	74	1	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	129,400
<b>Total Expenditures</b>	<b>262,720</b>	<b>262,720</b>	<b>18,814</b>	<b>7</b>	<b>67,317</b>	<b>26</b>	<b>297,720</b>

Town of Altavista  
Transit System  
FY 2014 Expenditure Repost  
33% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2014 Adopted Budget</u></b>	<b><u>FY 2014 Amended Budget</u></b>	<b><u>FY 2014 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2014 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	57,700	57,700	2,287	4	17,679	31	57,700
Services	3,500	3,500	0	0	0	0	3,500
Other Charges	4,000	4,000	232	6	1,579	39	4,000
Materials & Supplies	20,200	20,200	2,104	10	7,311	36	20,200
Capital Outlay	44,500	44,500	0	0	0	0	44,500
<b>Total Expenditures</b>	<b>129,900</b>	<b>129,900</b>	<b>4,624</b>	<b>4</b>	<b>26,570</b>	<b>20</b>	<b>129,900</b>

Town of Altavista  
FY 2014 Revenue Report  
33% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	200	5	812	20	4,000
Water Charges - Industrial	825,400	825,400	19,856	2	222,217	27	825,400
Water Charges - Business/Residential	229,700	229,700	707	0	65,567	29	229,700
Water Charges - Outside Community	147,700	147,700	8,521	6	35,875	24	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	700	58	1,200
Sewer Charges - Industrial	1,100,000	1,100,000	15,622	1	288,591	26	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	-793	0	61,750	27	229,200
Sewer Charges - Outside Community	1,900	1,900	-119	-6	231	12	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	500	13	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	7,434	17	12,281	27	45,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	-101	-3	2,285	65	3,500
Misc. Cash Discounts	200	200	0	0	4	2	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	1,000
Miscellaneous	30,000	30,000	3,052	10	20,693	69	30,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	232,870	0	0	0	0	234,218
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	410,932
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>2,622,800</u></b>	<b><u>3,267,950</u></b>	<b><u>54,379</u></b>	<b><u>2</u></b>	<b><u>711,825</u></b>	<b><u>22</u></b>	<b><u>3,267,950</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
33% of Year Lapsed

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	885,900	885,900	59,226	7	269,321	30	885,900
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	14,533	3	74,122	16	466,200
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,352,100</u>	<u>73,759</u>	<u>5</u>	<u>343,443</u>	<u>25</u>	<u>1,352,100</u>
Wastewater Department							
Operations	1,137,150	1,166,050	76,111	7	302,011	26	1,166,050
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	32,604	4	56,928	8	749,800
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>108,715</u>	<u>6</u>	<u>358,939</u>	<u>19</u>	<u>1,915,850</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,051,950	135,336	7	571,332	28	2,051,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>47,137</u>	<u>4</u>	<u>131,050</u>	<u>11</u>	<u>1,216,000</u>
Transfer Out	<u>338,750</u>	<u>0</u>					<u>0</u>
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>2,622,800</u>	<u>3,267,950</u>	<u>182,474</u>	<u>6</u>	<u>702,382</u>	<u>21</u>	<u>3,267,950</u>

Town of Altavista  
Water Department  
FY 2014 Expenditure Report  
33% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	526,200	526,200	26,576	5	165,432	31	526,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	38,450	3,905	10	13,413	35	38,450
Other Charges	162,250	162,250	12,771	8	41,755	26	162,250
Materials & Supplies	159,000	159,000	15,973	10	48,720	31	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	14,533	3	74,122	16	466,200
Transfer Out to Reserves	169,375	0					0
<b>Total Expenditures</b>	<b>1,190,275</b>	<b>1,352,100</b>	<b>73,759</b>	<b>5</b>	<b>343,443</b>	<b>25</b>	<b>1,352,100</b>

Town of Altavista  
Wastewater Department  
FY 2014 Expenditure Report  
33% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2014 Adopted Budget</b>	<b>FY 2014 Amended Budget</b>	<b>FY 2014 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2014 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	643,900	643,900	36,204	6	193,047	30	643,900
Other Employee Benefits	0	0	0	#DIV/0!	0	#DIV/0!	0
Services	12,850	41,750	1,520	4	3,054	7	41,750
Other Charges	311,800	311,800	26,415	8	78,297	25	311,800
Materials & Supplies	168,600	168,600	11,972	7	27,613	16	168,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	32,604	4	56,928	8	749,800
Transfer Out	169,375	0					0
<b>Total Expenditures</b>	<b>1,432,525</b>	<b>1,915,850</b>	<b>108,715</b>	<b>6</b>	<b>358,939</b>	<b>19</b>	<b>1,915,850</b>



Town of Altavista  
Fund Expenditure Totals  
FY 2014  
33% of Year Lapsed

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	420,000	645,500	11,716	2	211,400	33	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>11,716</u>	<u>1</u>	<u>211,400</u>	<u>27</u>	<u>795,500</u>

	<b>FY 2014 Adopted <u>Budget</u></b>	<b>FY 2014 Amended <u>Budget</u></b>	<b>FY 2014 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2014 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - Fund 90</b>							
Operations							
Cemetery - Operations - Total:	31,200	31,200	2,340	7	9,925	32	31,200
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,340</u>	<u>4</u>	<u>9,925</u>	<u>18</u>	<u>56,200</u>

Town of Altavista  
FY 2014 State/Highway Fund  
33% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	570,000	570,000	0	0	150,629	26	570,000
Street & Highway Maintenance/Carry Over	0	225,500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	5.55	0	18.28	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>570,000</u></b>	<b><u>795,500</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>150,648</u></b>	<b><u>19</u></b>	<b><u>795,500</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	-462	-1	5,533	10	54,100
Maintenance - Pavement	162,200	307,565	7,720	3	148,985	48	307,565
Maintenance - Traffic Control Devices	56,800	56,800	3,652	6	11,587	20	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	0	0	12,716	23	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	-2,198	-4	16,782	34	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	3,004	3	15,797	14	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>645,500</u>	<u>11,716</u>	<u>2</u>	<u>211,400</u>	<u>33</u>	<u>645,500</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
Transfer Out - General Fund Reserve							
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>570,000</u></b>	<b><u>795,500</u></b>	<b><u>11,716</u></b>	<b><u>1</u></b>	<b><u>211,400</u></b>	<b><u>27</u></b>	<b><u>795,500</u></b>

Town of Altavista  
FY 2014 Cemetery Fund  
33% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	0	0	2,750	18	15,000
Interest/Interest Income	6,000	6,000	0	0	2,114	35	6,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,200</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>56,200</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>7,464</u></b>	<b><u>13</u></b>	<b><u>56,200</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	-64	-1	1,758	19	9,500
Salaries and Wages/Overtime	500	500	-11	-2	218	44	500
Benefits/FICA	800	800	-6	-1	143	18	800
Benefits/VRS	1,100	1,100	29	3	216	20	1,100
Benefits/Medical Insurance is pre-paid	1,100	1,100	24	2	273	25	1,100
Benefits/Group Life	200	200	3	2	23	12	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,364	13	7,294	41	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>56,200</u></b>	<b><u>56,200</u></b>	<b><u>2,340</u></b>	<b><u>4</u></b>	<b><u>9,925</u></b>	<b><u>18</u></b>	<b><u>56,200</u></b>

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 10,380,304.74**

Balance as of October 31, 2013

**Non-Specific**

Green Hill Cemetery	494,078.60	
General Fund Reserves		
Capital Improvement Program Reserves		3,027,623.10
Altavista EDA Funding	277,822.77 *	
VDOT TEA 21 Enhancement Match	309,000.00	
	586,822.77	
Enterprise Fund Reserves		
Capital Improvement Program Reserves		184,327.92
PCB Remediation	626,288.83	
Community Improvement Reserve	0.00	
Police Federal	2,413.12	
Police State	8,706.88	
Train Station	2,265.16	
Public Funds Money Market Accounts		4,998,070.89
Operating Checking Account (Reconciled Balance)	449,707.47	

**DESIGNATED FUNDS 2,170,282.83**

Reserve Policy Funds (This figure will change w/audit)

**UNDESIGNATED FUNDS**

8,210,021.91  
 -6,142,695.00  
2,067,326.91

**NOTES:**

Earmarked CIP Reserve / Trash Truck - FY 2015  
 Campbell County Meals Tax

-184,000.00  
 -30,844.92

FY13 Carryover Needs  
 Funding from VDOT and LAP from Downtown Projects

-2,922,150.00  
 1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

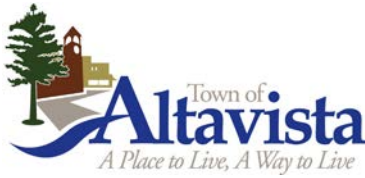
0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

**UNDESIGNATED RESERVE FUND BALANCE**408,409.99

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
<b>Policy \$</b>	4,827,099	1,315,596	6,142,695



## Town of Altavista Town Council Meeting Agenda Form

---

Meeting Date: November 12, 2013

Town Clerk's Office Use:

Agenda Item #: VI

### **Agenda Placement: Consent Agenda**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Mayor's Appointment to Altavista Economic Development Authority**

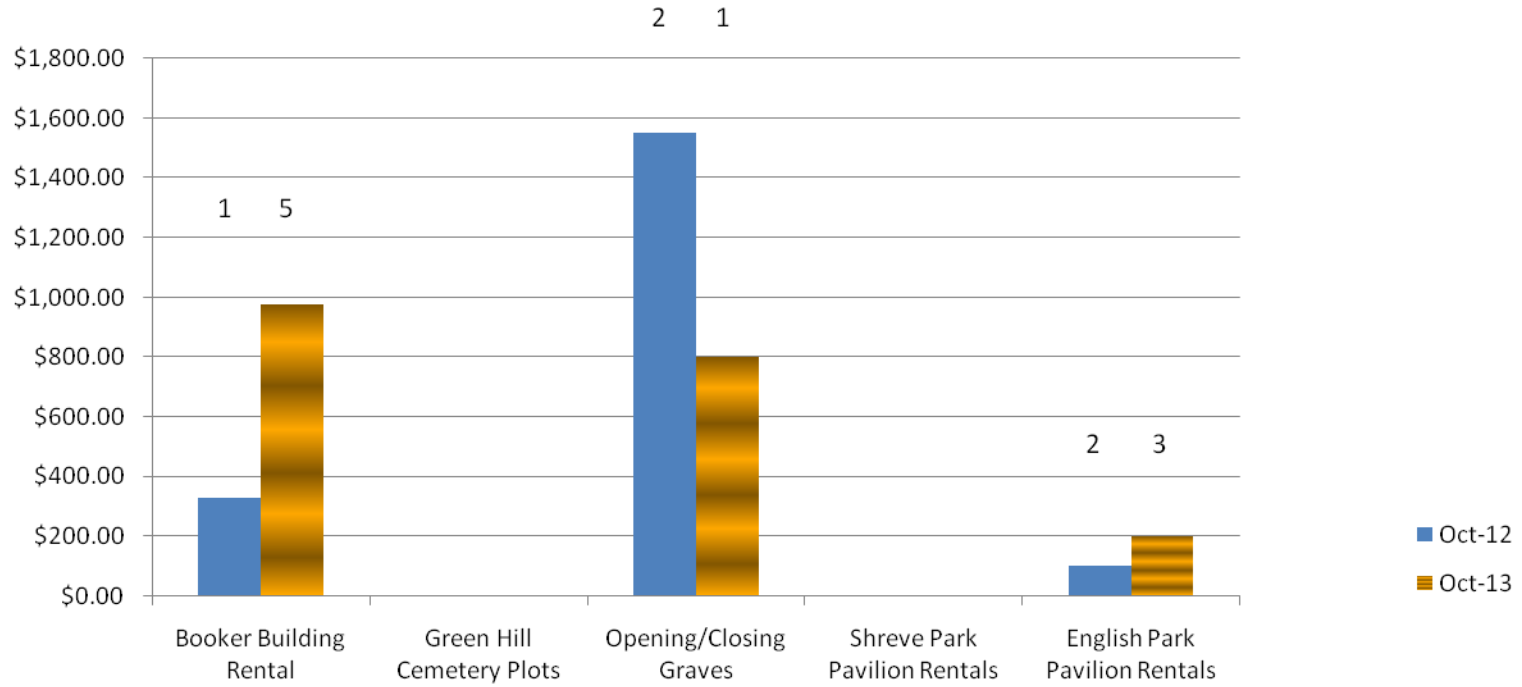
**Presenter(s): Mayor Mattox**

### **SUBJECT HIGHLIGHTS**

The Council seat on the Altavista Economic Development Authority (AEDA), currently held by Councilman Edward expires at the end of November.

This appointment is made by the Mayor and he has indicated that he will appoint Vice-Mayor Dalton at the November 12<sup>th</sup> Council meeting for a four year term, beginning December 1, 2013.

## ~ ADMINISTRATION ~



# Town of Altavista

## Monthly Business Activity Report

10/31/2013

### OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Jordan Henderson	84 Commercial Rd	PLBF Global LLC	Retail		10/1/2013
	Huntington IN		(tool sale)		
Michelle Woodruff-Pankey	1205 Main St E Altavista	Simply Serene	Personal Serv		10/1/2013
Perry Kem Brockwell	261 Pittsylvania Ave	P & B Pallet	Personal Serv		10/8/2013

### CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Federal Id or SSN	Close Date
Cynthia Erb	2201 Beverly Heights	Altavista Massage Therapy			10/1/2013

## Monthly Report to Council

**Date:** November 1, 2013  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** October 2013 Activity

---

### 1. Zoning/Code Related Matters:

9-Oct	045-13	DeSena Commercial Service, Mount Airy NC	Replace sign faces at 1023 Main St- Citgo
23-Oct	046-13	George Day, 1403 Bedford Ave, Altavista,VA	8'x16' shed in rear yard- adjacent to alley

### 2. Site Plans Reviewed and/or Approved:

- Reviewed and approved the site plan for the proposed Taco Bell

### 3. Planning Commission (PC) Related:

- Prepared agenda and packets for November 5, 2013 meeting.
- Drafted memo to TM and Council regarding moving forward with the Design Guidelines and contracting with Scott Smith, Region 2000, for consulting services to complete the project.

### 4. AOT Related

- Worked with Jo Kelly to complete no-interest loan documents for advertising the program.

### 5. ACTS Relate

- Completed September billing reimbursement request to DRPT for operations.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online September monthly reporting to DRPT.
- Prepared for and staffed TAC meeting on October 22. Meeting was facilitated by Jill Stober with KFH consultants. Reviewed entire ACTS Transportation Development Plan and received input from the TAC. Drafted memo to Town Council and Town Manager and provided hard copies for council to review.
- Attended CTAV board meeting via phone conference on October 16.
- Attended required DRPT training in Richmond on October 17.
- Scheduled required quarterly drug screens for ACTS staff and PW CDL staff.

### 6. Projects and Administrative Related:



- Updated GIC
- Town Council reports for November.
- Certified August monthly bank statements.
- Worked with Kelly Hitchcock on the VDOT MAP-21 grant application and completed the grant application. It was submitted to VDOT on October 31<sup>st</sup> and verification of receipt of the application has been received from VDOT.
- Continue to manage the streetscape and infrastructure project with VCP. The intersection has been repaired according to Wiley Wilson approved plans and reopened on November 8<sup>th</sup>. We are working on issues with handicapped ramps and curb cuts to resolve matters of compliance with ADA requirements. Main Street paving is completed and all that remains on Main Street is some work on sidewalks, handicapped ramps, and landscaping. Staffed project meeting on October 22<sup>nd</sup>.
- Attended Frank Murray's reception and the Campbell County, Brookneal, Altavista dinner meeting.
- Attended Economic Development branding luncheon on Oct 24<sup>th</sup> at VTI.
- Attended PW Committee meeting on October 30<sup>th</sup>.



## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF OCTOBER, 2013

#### **CRIME STATISTICS** - October 1, 2013 thru October 31, 2013

##### ***Crimes Against Persons***

For the Month of October, the Town of Altavista Community experienced 4 incidents or a 400.00% increase of Crimes Against Persons compared to 0 incidents last year during the same time duration.

- 1      Forcible Rape
- 1      Aggravated Assault
- 2      Simple Assault

##### ***Property Crimes***

For the Month of October, the Town of Altavista Community experienced 12 incidents or a 7.69% decrease of Property Crimes compared to 13 incidents last year during the same time duration.

- 1      Burglary/ Breaking & Entering
- 1      Counterfeiting/ Forgery
- 2      Destruction/ Damage/ Vandalism of Property
- 3      Shoplifting
- 2      Theft From Motor Vehicle
- 3      All Other Larceny

##### ***Quality of Life Crimes***

For the Month of October, the Town of Altavista Community experienced 8 incidents or a 27.27% decrease of Quality of Life Crimes compared to 11 incidents last year during the same time duration.

- 1      Drug/ Narcotic Violation
- 1      Driving Under the Influence
- 3      Drunkenness
- 3      All Other Offenses

#### **CRIME STATISTICS** - January 1, 2013 thru October 31, 2013 Y.T.D.

Year to date, the Town of Altavista experienced 41 incidents or a 2.50% increase of Crimes Against Persons compared to 40 incidents last year during the same time duration.

- 2      Robbery
- 1      Forcible Rape
- 1      Sexual Assault with an Object
- 1      Forcible Fondling



- 7 Aggravated Assault
- 29 Simple Assault

Year to date, the Town of Altavista experienced 59 incidents or a 25.32% decrease of Property Crimes compared to 79 incidents last year during the same time duration.

- 4 Burglary/ Breaking & Entering
- 1 Motor Vehicle Theft
- 1 Counterfeiting/ Forgery
- 2 Embezzlement
- 3 Destruction/ Damage/ Vandalism of Property
- 1 Purse Snatching
- 20 Shoplifting
- 3 Theft From Building
- 10 Theft from Motor Vehicle
- 14 All Other Larceny

Year to date, the Town of Altavista experienced 146 incidents or a 28.07% increase of Quality of Life Crimes compared to 114 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 52 Drug/ Narcotic Violations
- 3 Driving Under the Influence
- 21 Drunkenness
- 8 Family Offenses, Nonviolent
- 2 Runaway
- 4 Trespass of Real Property
- 55 All Other Offenses

#### **Major Crimes Statistics** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of October, the Town of Altavista Community experienced 16 incidents or a 23.08% increase in Major Crimes compared to 13 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 114 incidents or a 18.0% decrease in Major Crimes compared to 139 incidents last year during the same time duration.

The above statistics depict "Shoplifting" the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of October.

#### **CALLS FOR SERVICE - October 1, 2013 thru October 31, 2013**

The Altavista Police Department was dispatched to 360 Calls for Service or a 3.7% increase compared to 347 C.F.S. last year during the same time duration.



### **CALLS FOR SERVICE - January 1, 2013 thru October 31, 2013- Y.T.D.**

The Altavista Police Department was dispatched to 3406 Calls for Service or a 6.1% increase compared to 3211 C.F.S. last year during the same time duration.

### **CRIMINAL ARRESTS EXECUTED - October 1, 2013 thru October 31, 2013**

The A.P.D. executed 17 criminal arrests or a 11% decrease compared to 19 criminal arrests last year during the same duration.

### **CRIMINAL ARRESTS EXECUTED - January 1, 2013 thru October 31, 2013- Y.T.D.**

The A.P.D. executed 200 criminal arrests or a 27% decrease compared to 273 criminal arrests last year during the same duration.

### **TRAFFIC CITATIONS ISSUED - October 1, 2013 thru October 31, 2013**

The A.P.D. issued 13 traffic summons or a 81% decrease compared to 67 traffic summons issued last year during the same time duration.

### **TRAFFIC CITATIONS ISSUED - January 1, 2013 thru October 31, 2013 Y.T.D.**

The A.P.D. issued 344 traffic summons or a 1% increase compared to 342 traffic summons issued last year during the same time duration.

### **OFFICER OF THE MONTH – October, 2013**

The Altavista Police Department has selected Officer J. Marlow as the Officer of the Month for the month of October 2013. During the month Officer Marlow made several notable criminal arrests for offenses including Strangulation, Assault and Battery, Driving under the Influence, and Drug Possession. He worked diligently to ensure that his assigned cases were investigated and cleared. He also engaged in numerous self-initiated contacts and investigations. Officer Marlow's dedication to ensuring the safety of the citizens of the Town of Altavista shows that he is not only an asset to this department, but to the community.

### **PERSONNEL TRAINING**

Eighty (80) hours of training were afforded to police personnel during the month of October, 2013. Blocks of instruction pertained to the following training subjects: Canine Training, Case Law, Firearms Training, General In-Service Training, Instructor Certification, Tactical Training and Use of Force Training.

### **WHAT'S NEW**

The police department is currently in the final stage of the background investigation for the position of auxiliary police officer. This officer will assume the role of a crime prevention specialist. The crime prevention specialist will perform a very important role in the services provided by the police department under the umbrella of the Business Target Advisory Group. It has been demonstrated that



cooperation between police departments and the businesses in their jurisdiction has fostered a reduction in crime related to those businesses. Prevention of crime is a primary goal for my department and evidence of that cooperation should contribute to economic development.

Officer Rob Haugh has also completed a General Instructor development course which is one of the required steps towards becoming a Certified Crime Prevention Specialist, and he will be attending further training in November to complete this process. Officer Haugh will assume primary responsibility for the Police Department's Crime Prevention program.

The police department participated in the annual Jason Saunders Memorial Car Show which was held at the Campbell County Vocational-Technical Center.

The police department's Emergency Response Team successfully executed two (2) search warrants during the month of October for drug and weapon related violations. Two (2) different suspects were arrested for these violations as a result of the investigations.

The police department received an outstanding score of 100 percent compliance from the Commonwealth of Virginia Department of Corrections Local Facilities Inspector for the department's temporary holding facilities for year 2013.

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*

# PUBLIC WORKS MONTHLY REPORT For: October 2013



Description	Quantity	Unit Cost	Classification	Type
Leaf Collection Loads (Area 3 & 4)	1.00	\$0.00	Collection	Leaf Collection
Leaf Collection Loads (Area 3 & 4)	1.00	\$0.00	Collection	Leaf Collection
Leaf Collection Loads (Area 3 & 4)	1.00	\$0.00	Collection	Leaf Collection
Leaf Collection Loads (Area 1 & 2)	2.00	\$0.00	Collection	Leaf Collection

**Leaf Collection Loads: 5**

Description	Quantity	Unit Cost	Classification	Type
Asphalt Tonnage-Streets SM-9.5A	1.70	\$65.95	Streets	Surface Treating
Asphalt Tonnage-Water	2.50	\$65.95	Water	Install New Service

**Asphalt Tonnage: 4.20**

Description	Quantity	Unit Cost	Classification	Type
Bags of Litter-Hwy	3.00	\$0.00	Highway	Litter
Bags of Litter-Hwy	8.00	\$0.00	Highway	Litter
Bags of Litter-Streets	9.00	\$0.00	Streets	Litter
Bags of Litter-Hwy	5.00	\$0.00	Highway	Litter
Bags of Litter-Hwy	9.00	\$0.00	Highway	Litter
Bags of Litter-Hwy	11.00	\$0.00	Highway	Litter
Bags of Litter-Hwy	7.00	\$0.00	Highway	Litter
Bags of Litter-Streets	5.00	\$0.00	Streets	Mowing

**Litter Control - Highway - Bags: 43**

**Litter Control - Streets - Bags: 14**

Description	Quantity	Unit Cost	Classification	Type
Brush Collection Loads	3.00	\$0.00	Collection	Brush
Brush Collection Loads	2.00	\$0.00	Collection	Brush
Brush Collection Loads	1.00	\$0.00	Collection	Brush



Brush Collection Loads	1.00	\$0.00	Collection	Brush
Brush Collection Loads	1.00	\$0.00	Collection	Brush
Brush Collection Stops	27.00	\$0.00	Collection	Brush
Brush Collection Stops	6.00	\$0.00	Collection	Brush
Brush Collection Stops	13.00	\$0.00	Collection	Brush
Brush Collection Stops	16.00	\$0.00	Collection	Brush
Brush Collection Stops	5.00	\$0.00	Collection	Brush
Brush Collection Stops	20.00	\$0.00	Collection	Brush
Brush Collection Stops	5.00	\$0.00	Collection	Brush

**Brush Collection Stops: 92**

Description	Quantity	Unit Cost	Classification	Type
Bulk Collection Stops	21.00	\$0.00	Collection	Bulk
Bulk Collection Stops	26.00	\$0.00	Collection	Bulk
Bulk Collection Stops	20.00	\$0.00	Collection	Bulk
Bulk Collection Stops	21.00	\$0.00	Collection	Bulk

**Bulk Collection Stops: 88**

Description	Quantity	Unit Cost	Classification	Type
Bulk Collection Tonnage	3.11	\$0.00	Collection	Bulk
Bulk Collection Tonnage	2.16	\$0.00	Collection	Bulk
Bulk Collection Tonnage	1.92	\$0.00	Collection	Bulk
Bulk Collection Tonnage	3.28	\$0.00	Collection	Bulk

**Bulk Collection Tonnage: 10.47**

Description	Quantity	Unit Cost	Classification	Type
Miles - Streets	10.00	\$0.00	Streets	Sweeping
Miles - Hwy	15.00	\$0.00	Streets	Sweeping
Miles - Streets	22.00	\$0.00	Streets	Sweeping



Miles - Streets	6.00	\$0.00	Streets	Sweeping
Miles - Hwy	9.00	\$0.00	Highway	Sweeping
Miles - Streets	7.00	\$0.00	Streets	
Miles - Hwy	11.00	\$0.00	Highway	Sweeping

**Sweeping - Streets - Miles: 45**

**Sweeping - Highway - Miles: 35**

Description	Quantity	Unit Cost	Classification	Type
Miss Utility Tickets	7.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	4.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	6.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	13.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	4.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	1.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	5.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	6.00	\$1.05	Water	Miss Utility
Miss Utility Tickets	2.00	\$1.05	Water	Miss Utility

**Miss Utility Tickets: 48**

Description	Quantity	Unit Cost	Classification	Type
Solid Waste Tonnage	7.94	\$0.00	Solid Waste Collection	
Solid Waste Tonnage	9.30	\$0.00	Solid Waste Collection	
Solid Waste Tonnage	8.55	\$0.00	Solid Waste Collection	
Solid Waste Tonnage	9.01	\$0.00	Solid Waste Collection	
Solid Waste Tonnage	8.52	\$0.00	Solid Waste Collection	
Solid Waste Tonnage	8.56	\$1.00	Solid Waste Collection	
Solid Waste Tonnage	9.24	\$0.00	Solid Waste Collection	
Solid Waste Tonnage	8.12	\$0.00	Solid Waste Collection	

**Solid Waste Tonnage: 79.02**

Description	Quantity	Unit Cost	Classification	Type
#8 Stone Tonnage-English Park	2.02	\$22.65	Streets	Surface Treating
#8 Stone Tonnage-English Park	9.45	\$22.65	Streets	Surface Treating
#8 Stone Tonnage-English Park	15.52	\$22.65	Streets	Surface Treating
#8 Stone Tonnage - English Park	10.12	\$22.65	Streets	Surface Treating
Crusher Run	0.67	\$17.05	Streets	Surface Treating

**Stone Tonnage: 37.78**

Description	Quantity	Unit Cost	Classification	Type
Weekend Truck Tonnage	0.54	\$0.00	Weekend Truck	
Weekend Truck Tonnage	0.37	\$0.00	Weekend Truck	

**Weekend Tonnage: .91**

Description	Quantity	Unit Cost	Classification	Type
Manholes	2.00	\$0.00	Sewer	Root-Cutting Service
Footage	390.00	\$0.00	Sewer	Root-Cutting Service
Footage	390.00	\$0.00	Sewer	Video Service
Manholes	2.00	\$0.00	Sewer	Video Service
Footage	50.00	\$0.00	Sewer	Clean Service
Footage	50.00	\$0.00	Sewer	Video Service
Footage	679.00	\$0.00	Sewer	Blockage Main
Manholes	3.00	\$0.00	Sewer	Blockage Main
Footage	420.00	\$0.00	Sewer	Video Main
Manholes	1.00	\$0.00	Sewer	Video Main
Footage	414.00	\$0.00	Sewer	Clean Main
Manholes	1.00	\$0.00	Sewer	Clean Main
Footage	580.00	\$0.00	Water	Clean Main

Manholes	2.00	\$0.00	Water	Clean Main
Footage	100.00	\$0.00	Water	Clean Service
Footage	100.00	\$0.00	Water	Video Service
Footage	580.00	\$0.00	Water	
Manholes	2.00	\$0.00	Water	Video Main
Footage	1,076.00	\$0.00	Sewer	Video Main
Manholes	6.00	\$0.00	Sewer	Video Main

**Sewer Service (Root Cutting) Manholes Total: 2**

**Sewer Service (Root Cutting) Footage Total: 390**

**Sewer Service (Clean) Footage Total: 150**

**Sewer Main (Clean) Footage Total: 994**

**Sewer Main (Clean) Manholes Total: 3**

**Sewer Service (Video) Manholes Total: 2**

**Sewer Service (Video) Footage Total: 540**

**Sewer Main (Video) Manholes Total: 9**

**Sewer Main (Video) Footage Total: 2,076**

**Sewer Main (Blockage) Manholes Total: 3**

**Sewer Main (Blockage) Footage Total: 679**

# Transportation Department Monthly Report- October 2013

July 1, 2013- June 30, 2014

<u>Month</u>	Total # Riders	Average Daily Riders	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July 2013	1,956	82	3,910	\$ 400.00
August 2013	2,231	91	3,963	\$ 400.00
September 2013	1,705	78	3,563	\$ 400.00
<b>October</b>	<b>1,416</b>	<b>57</b>	<b>4,020</b>	<b>\$ 589.00</b>
<b>Total YTD</b>	<b>7,308</b>	<b>77</b>	<b>15,456</b>	<b>\$ 1,789.00</b>

<u>Comparison FY2013</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
12-Jul	1,850	6%
12-Aug	1,962	14%
12-Sep	1,618	5%
<b>12-Oct</b>	<b>1,176</b>	<b>20%</b>

# WASTEWATER

## October 2013

### SUMMARY

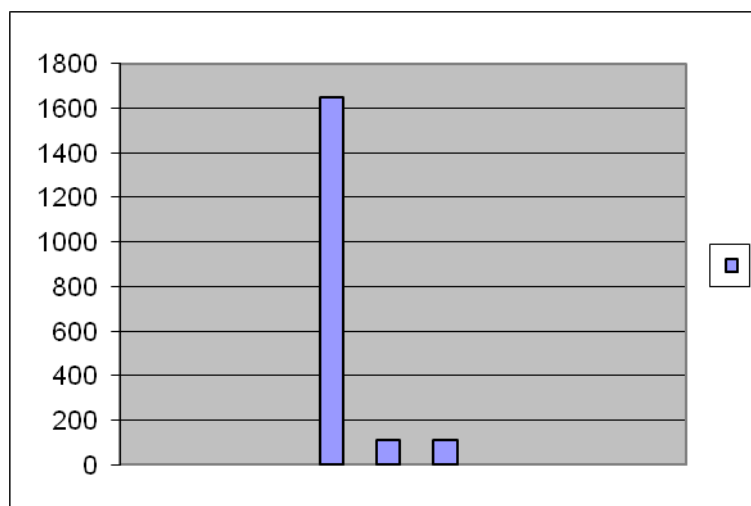
- Replaced UV System Controller. Work performed by Staff
- UV System Controller Startup. Work performed by Trojan Tech Reps 10/24/13
- Utility Committee Meeting
- Submitted Corrective Actions to DCLS for Lab Inspection
- Sampled effluent for permit renewal
- Repaired dump truck bed damage as a result of back hauling stone
- DEQ Field Inspection conducted 10/30/13
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 172 wet tons of sludge processed
- Treated 63.01 million gallons of water

## October 2013

1651.5 Man Hours Worked

111.5 Sick Leave

113 Vacation Hours





Meeting Date: November 12, 2013

## FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Tuesday, November 5<sup>th</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Armory Reuse/Redevelopment proposals review (Action Requested)

Previously, the Town sought proposals for reuse/redevelopment of the Armory facility. The only proposal submitted was by the local Masonic Lodge – Campbell Lodge 316 AF&AM detailing their desire to assume the Armory and renovate the facility for their meeting place and to provide space for community events and space for other non-profits. After several months a revised, more detailed, proposal (attached) was submitted by the Lodge, at the Committee's request, for review. At this time, the Committee supports the concept detailed by the local Masonic Lodge for the renovation of the facility. Several issues that were raised by the committee were: 1) desire to have facility that maintained a well kept appearance; 2) a mechanism for the Masonic Lodge to opt out of the agreement should the development not be conducive; and 3) criteria regarding use/subdivision of the property. Also attached are the previous documents submitted by the Masonic Lodge. At this time, the Committee would recommend that the Town Manager and the Town Attorney work with the Masonic Lodge to draft an agreement for Council's consideration. (Attachments: *Financial Estimates and Plan; Proposal for Acquiring Armory; and Proposed Timeline for Refurbishing Armory*)

**Possible Motion: "Authorize the Town Manager and Town Attorney to work with the Masonic Lodge in regard to the Armory facility agreement for future Council consideration."**

II: Budget Amendment (Action Requested)

As part of last year's budget process, the Altavista Economic Development Authority (AEDA) proposed funding in the amount of \$35,000 to assist in the Town's Economic Development program, specifically for website design/marketing. Attached is the budget amendment that accepts the money from the AEDA and directs it to the Economic Development's budget. The Committee recommends approval of the budget amendment. (Attachment(s): *Budget Amendment*)

**Possible Motion: "Approve the budget amendment in the amount of \$35,000 accepting the funds from the AEDA for Economic Development purposes."**

III: Budget Calendar (Action Requested)

Staff presented the FY2015 Budget Calendar for the Committee's consideration. The Committee recommends that the Budget Calendar be approved. (Attachment(s): *FY2015 Budget Calendar*)

**Possible Motion: "Approve the budget calendar as presented."**

IV: Banners Program      *(Action Per Discussion)*

Earlier this year the Altavista Area Chamber of Commerce announced that it would like to contribute \$5,000 to the purchase of new street banners for the Town. The Economic Development Office and Altavista On Track staff researched banners and has forwarded a proposal to the Finance Committee. The banner program, as presented, would have a set of "Town" banners that would stay up year round and three sets of "seasonal" banners that would be rotated on a four month basis. Three companies have been consulted for these services and Mosca was the selected vendor. The proposed total cost for the banner program is \$19,624.15, with the Chamber contributing \$5,000 of that cost. The Committee discussed this and feels that at this time that \$5,000 from the Town would be appropriate to match the Chambers funds. The Committee has asked staff to look into potential partners for the additional \$10,000, which could be potentially split with the Town. *(Attachments: Proposed Banner Images/Cost Estimates)*

Other Items/Updates      *(Informational Only)*

- Health Care Benefits for Retirees – Staff is continuing to address this issue and the Committee felt this may be an issue that could be reviewed in the spring of 2014 when insurance renewals will be considered.
- Virginia Retirement System (VRS) Hybrid Retirement Plan and Disability Plan – Last month Council voted to "opt out" of the VRS's VLDP (disability plan) and the paperwork has been completed. VRS has now lowered their rates and is providing an opportunity for those who "opted out" to reconsider. Staff continues to recommend opting out of the VRS's VLDP and is analyzing other options for a disability plan for our employees; a recommendation will be forthcoming in December.
- Water Improvement Project Funding – Staff continues to explore options regarding the funding of the current project (Bedford Avenue Waterline Improvements) and future projects.

Members Present:      Dalton, Edwards and Ferguson

# **Armory Reuse/Redevelopment Proposals Review**

## **ATTACHMENT(S):**

- **Financial Estimates and Plan (2 pages)**
- **Proposal For Acquiring Armory (previously submitted – 1 page)**
- **Proposed Time Line for Refurbishing Armory (previously submitted – 1 page)**



## Financial estimates and plan for assumption of Altavista Armory facility by Campbell Masonic Lodge#316

### A. Rehab of current facility:

1. General: Rehab of the Armory building and grounds will be limited to those areas essential to the needs of the Lodge and anticipated tenants.
2. Estimated costs:
  - a. Replacement of lower roof over all leaking areas. Contract. Est. cost \$ 50,000.
  - b. Cleanup, removal and replacement of disturbed floor and ceiling tile. Contract Est. \$5000.
  - c. Restoration of water and electric service and verification of interior service. Town. Est. \$0.00
  - d. Installation of HVAC units in Lodge and tenant spaces, to include electrical upgrade. Contract. Est. \$65,000,
  - e. Painting foyer and hallways. In kind. Est. \$500.
  - f. Enclose equipment door. In Kind. Est. \$5000.
  - g. Restore bathrooms and add handicap facility. In Kind. Est. \$2500.
  - h. Establish new Lodge and dining area. Contract. Est. \$40,000
  - i. Misc. costs i.e. contingency. Est. \$5000
  - j. Total rehab Est. \$173,000

Financial resources of Lodge: \$175,000

### B. Maintenance and operating costs:

Utilities and insurance existing building:

1. a. monthly average \$152.00. Annual average \$1823.00
2. b. income resources; annual dues: \$3000 , rental income \$3000.00 annually.
- 3.

### C. Armory estimates are not applicable as there is no similarity to the proposed operation.

- D. There are 6 available tenant spaces within the Armory, not including Lodge space. An average monthly rental fee for these spaces including utility costs will generate \$1200 per month or \$14,400 annually.
- E. Tenants will be allowed and encouraged to paint and decorate their assigned spaces at their costs. Electric costs from HVAC units will be included in monthly rent. Sufficient monthly income will be generated to allow for employment of persons to maintain and clean bathrooms and common areas.
- F. New dining area space will be available for rental throughout the year at a proposed rate of \$250- 300. Per event. This will include access to kitchen. Users will be required to provide all necessary supplies, and agree to clean up after their event.
- G. The kitchen will eventually have a commercial dishwasher and garbage disposal when fully funded. Current furnishings include a stove and refrigerator, adequate counter and cupboard space.

Submitted by:

Stanley I Goldsmith

Chairman of Trustees

For Campbell Lodge 316 AF&AM

## PROPOSAL FOR ACQUIRING NATIONAL GUARD ARMORY IN ALTAVISTA

Masonic Lodge Campbell 316 A.F.&A.M. proposes to assume the ownership of the National Guard Armory and perform repairs ,improve the appearance and maintain the facility to relieve the Town of the burden of cost of upgrade and continual maintenance. This will provide the Town a source of tax income and utility revenue.

If the Lodge can acquire the facility at no cost, the Lodge is prepared to begin immediately to perform necessary repairs to the areas that can be placed in service as soon as possible. The primary utilization for the Lodge will be in the large auditorium space which will be modified to provide both a meeting area and a dining area. In order to accomplish this the kitchen and bathrooms will need to be refurbished early in the process. Repairs to the entrance lobby requiring removal of asphalt floor tiles will also be necessary initially.

Since there is considerable additional useable office and storage space also available we will seek additional tenants by offering space to non-profit groups in the Town that are operating out of temporary facilities. These groups include, but are not limited to the VFW, American Legion, Scouts, Habitat For Humanity, senior citizens and any others that demonstrate a need that meet our use criteria. Church groups and others who need meeting space not otherwise available will be offered.

Since the County is looking for a site to move the polling place from AES this site will be offered to allow that to take place.

We plan to allow uses that do not interfere with the nature of the neighborhood, disrupt the peace and quiet of nearby residents and are compatible with the current zoning of the area. This facility will not be used as a business location but rather as one that meets the needs of people in the community that provide support for the citizens of Altavista and the surrounding area.

Repairs to the extent described by the County and estimated by the Town that would restore the while facility to its original condition will not be possible at this time. However the repairs will include providing for heat and air- conditioning in the usable spaces by the Lodge and the tenants and repairs to portions of the roof that cover these areas. Ceiling tile that is damaged will be replaced. Asbestos will be dealt with in accordance with the Building code requirements as needed. Painting both inside and out will be an early priority as well as outside area maintenance and cleanup. Disposal of unusable tables, chairs and shelving units will be attended to as well.

Our estimates of what it will take to refurbish and restore use to the facility will require all of our current assets. With additional fundraising efforts and a reasonable use charge to tenants, the sale of our current building and support from other Masonic organizations we have every confidence we can put the building back in use that will be a credit to the neighborhood and the Town.

## PROPOSED TIME LINE FOR REFURBISHING ARMORY

The following plan is an approximation of the planned refurbishing of the Altavista Armory into the new home of Campbell Masonic Lodge 316 AF&AM and selected non- profit agencies serving the Altavista area. Times are contingent on the official date the facility would become available to the Lodge. Expenditures are dependent upon available funds from investments and sale of existing building.

### A. First 90 days:

1. Clean up and remove asphalt floor and ceiling tile.
2. Removal of surplus furnishings throughout the building.
3. Restore utilities
4. Repair roofing over leaking areas.
5. Refurbish doors and rekey locks.
6. Begin marketing existing building.

### B. First 180 days.

7. Close in equipment entrance door.
8. Sand and repaint bathroom partitions.
9. Restore kitchen.
10. Establish Lodge room.
11. Establish dinning facilities.
12. Solicit tenants.
13. Install HVAC units.
14. Complete outside landscaping and repairs to asphalt.
15. Remodel entrance and pressure wash outside brick, repoint as needed.
16. Complete painting inside and out.

# **Budget Amendment**

## **ATTACHMENT(S):**

- Proposed Budget Amendment – *Economic Development Marketing*

# TOWN OF ALTAVISTA



## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Contractual Services / Advertising		
010-7101-405.30-06	\$ 35,000.00	
General Fund		
Miscellaneous Revenue		
010-0000-351.04-00		\$ 35,000.00

### Summary

Appropriate \$35,000.00 funded by the EDA to be used for Economic Development website and marketing project.

### Budget Impact

This will result in a net increase to the budget of \$35,000.00, however, funds will be transferred in from the EDA.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 12th day of November, 2013

# **FY2015 Budget Calendar**

## **ATTACHMENT(S):**

- **Draft FY2015 Budget Calendar**

**PROPOSED BUDGET CALENDAR  
FY2015 BUDGET PREPARATION  
TOWN OF ALTAVISTA**

<b><u>December</u></b>		<b>Begin revenue forecasts, review Transit Budget; (grant deadline is January), instruct department managers, and distribute copies of dept. budgets</b>
<b><u>December 10</u></b> <b>(Tuesday)</b>	<b>6:30 p.m.</b>	<b>Public Input Session for FY 2015 Budget</b>
<b><u>January 7</u></b> <b>(Tuesday)</b>		<b>Finance Committee decision on updating wage/salary (COLA)</b>
<b><u>January 21</u></b> <b>(Tuesday)</b>		<b>Department requests due by 5:00 p.m.</b>
<b><u>January 31</u></b> <b>(Friday)</b>		<b>Written requests from outside agencies and non-profits due by this date</b>
<b><u>February 3</u></b> <b>(Monday)</b>		<b>Begin collation/consolidation of requests</b>
<b><u>February 18</u></b> <b>(Tuesday)</b>	<b>8:30 a.m.</b>	<b>Public Works/Utilities Committee meets with the Water Department</b>
	<b>9:30 a.m.</b>	<b>Public Works/Utilities Committee meets with the Wastewater Department</b>
	<b>10:30 a.m.</b>	<b>Public Works/Utilities Committee meets with the Public Works Department</b>
<b><u>February 20</u></b> <b>(Thursday)</b>	<b>3:00 p.m.</b>	<b>Finance Committee meets with Administration Department, Transportation Department and Economic Development Department</b>
	<b>4:00 p.m.</b>	<b>Police Committee meets with Police Department</b>
<b><u>March 14</u></b> <b>(Friday)</b>		<b>Council receives Draft Budget document</b>
<b><u>March 24</u></b> <b>(Monday)</b>	<b>6:00 p.m.</b>	<b>Council Budget Work Session</b>
<b><u>Note: Outside agencies/non-profits requesting funding should attend this work session</u></b>		



**April 8**  
**(Tuesday)**

**First Reading of Budget/Designate Public  
Hearing for May 13**

**April 16**  
**(Wednesday)**

**First Public Hearing Advertisement**

**April 23**  
**(Wednesday)**

**Second Public Hearing Advertisement**

**May 13**      **7:00 p.m.**  
**(Tuesday)**

**Public Hearing on the FY2015 Budget**

**June 10**      **7:00 p.m.**  
**(Tuesday)**

**Council Meeting to approve FY2015 Budget**

**Banners for Main Street/ 7<sup>th</sup>  
Street/ Broad Street/  
Campbell Avenue area**

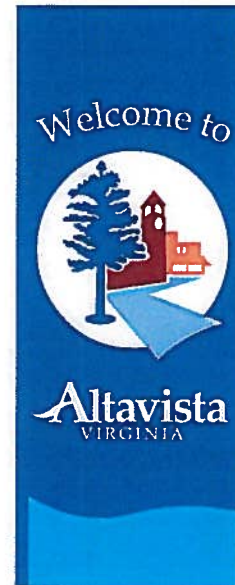
**ATTACHMENT(S):**

- **Proposed Banner Images/Cost Estimates**

## Dec, Jan, Feb, March



## April, May, June, July



## Aug, Sept, Oct, Nov



	QTY	COST	Total	SIZE
Harvest Scarecrow	71	\$ 59.00	\$ 4,189.00	18x45
Single Ribbon	71	\$ 80.00	\$ 5,680.00	18x45
Spring Flowers	71	\$ 70.00	\$ 4,970.00	18x45
Altavista Town	72	\$ 60.00	\$ 4,320.00	18x45
Screen Charges			\$ 210.00	
Hardware	60	\$ 53.00	\$ 3,180.00	
less 15% Discount on banners			\$ 2864.85	
<b>Grand Total</b>			<b>\$ 19,624.15</b>	

Organization	Amount
Chamber	\$5000.00

Total from Mosca



Meeting Date: November 12, 2013

## PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Wednesday, October 30<sup>th</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Dearing Ford Road Water Tank Acquisition (Action Requested)

Last month, the Committee forwarded to Council a recommendation to correspond with Campbell County about the Town's willingness to assume ownership of the water tank under certain conditions. Following discussion, staff was directed to explore the costs of repainting the tank and reported that a tank maintenance company has indicated that the maintenance would be in the \$100,000 range and would suffice for a ten (10) year period. The Committee continues to recommend that the Town Manager correspond with Campbell County in regard to the Town's interest in assuming ownership under the condition that the County provide the Town the cost of the reworking the valve connection (\$16,000) and the demolition (\$40,000), which would be saved by the County. (Attachment: *Letter from Campbell County, dated June 21, 2013, regarding Dearing Ford Water Tank*)

**Possible Motion: Authorize Town Manager to correspond with Campbell County in regard to conveyance of the Dearing Ford Water Tank to the Town from the County with \$56,000 appropriated to Town from the County."**

II: Recreation Committee "English Park" recommendations (Action Requested)

At the last Council meeting, several recommendations brought forth by the Town's Recreation Committee were forwarded to the Public Works/Utility Committee for consideration. The Recreation Committee recommendations are: 1) Removal of the softball/baseball field on the eastern end of the park, with reseeding of the dirt area; and 2) Removal of one of the two sand volleyball courts with reseeding of the area. The Public Works/Utility Committee considered the Recreation Committee's recommendations and accordingly recommends approval.

**Possible Motion: Approve the removal of the softball/baseball field and one sand volleyball court and reseed both areas, as outlined in the Recreation Committee's recommendation."**

III: Bedford Avenue Waterline Project Update (No Action Requested – Per Discussion)

Per the attached memorandum from the Town Manager, the Committee was updated on the on-going design of the project. As pointed out in the email, the issue of how to "cross" the river parallel to Pittsylvania Avenue has become an issue in staff's discussions with VDOT. At this time, the Town's engineer is proposing that "directional drilling" be utilized to go under the river which would add an estimated \$400,000 to the project. As further mentioned in the memorandum, the estimated construction cost for this project has increased from an estimated \$3,000,000, of which \$400,000 is for the aforementioned

directional drilling. Staff will continue to work with the engineer to see if there are some other viable options for the river crossing that may be considered.

IV: WTTP Emergency Overflow Pond (PCB Issue) (Action Requested)

The Committee discussed several items in regard to this issue and offers the following:

- The Committee recommends that the attached agreement with Dominion Virginia Power be signed. This would give the Town a resource for “excess fill material” for the pond when deemed necessary by Council. (Attachments: *Agreement*)

***Possible Motion: Authorize the Town Manager to execute said agreement.***

- The Committee recommends that an “Informational Session” be scheduled to brief Council on the advancement and on-going efforts related to remediation activities at the pond. If this recommendation is accepted, the Council will need to schedule a date and time and discuss format of the meeting.

***Possible Motion: Schedule an Informational Session for (DATE/TIME).***

- The Committee also discussed the potential need for some type of platform/barge for future use in the pond to facilitate sampling/remediation efforts. Also, staff will look into the availability of “testing kits” for the sludge in the pond for gridding purposes.
- Dr. Lou Licht will be in town on Monday, November 11<sup>th</sup> and Tuesday, November 12<sup>th</sup>, to conduct sampling. While in Town he will be conducting a “briefing” with the Public Works/Utility Committee on Tuesday, November 12<sup>th</sup> at 1:00 p.m. at the Train Station. In addition, Dr. Licht will be giving a short update to Town Council at the meeting.

V: Other Items/Updates (*Informational Only*)

- Brush/Leaves/Special Collections policy (Mutli-family): Staff discussed a recent conversation with a property owner regarding the town's policy for special pick-ups for multi-family dwellings. Staff informed the Committee that during the “leaf pick up season” we do pick up leaves placed at the street, in addition, we pick up brush (not trimmed by a contractor). The Town's policy in regard to “special pickup for household items (i.e. sofas, appliances, etc.) is only provided to single family residences/not for profit entities.
- Sidewalk replacement consideration: Several years ago, staff looked at the sidewalks on Broad Street between 9<sup>th</sup> and 11<sup>th</sup> Streets and due to other pending projects those improvements were not prioritized. Issues regarding trees on the south side of the street were discussed.
- Clarion Road/Lynch Mill Road Intersection: Concern regarding sight distance and the potential for traffic accidents at this intersection was discussed by the Committee. Staff will consult with VDOT in regard to obtaining information to see if any additional traffic safety mechanisms can/should be installed at this intersection.

# **Dearing Ford Road Water Tank Acquisition**

## **Attachments:**

***Letter from Campbell County,  
dated June 21, 2013***

# COUNTY OF CAMPBELL



## SUPERVISORS

JAMES A. BORLAND  
CHARLES W. FALWELL  
STANLEY I. GOLDSMITH  
EDDIE GUNTER, JR.  
HUGH T. PENDLETON, JR.  
J.D. PUCKETT  
STEVEN M. SHOCKLEY

BOARD OF SUPERVISORS  
POST OFFICE BOX 100, RUSTBURG, VIRGINIA 24588  
[www.campbellcountvva.gov](http://www.campbellcountvva.gov)

COUNTY ADMINISTRATOR  
R. DAVID LAURRELL

ALTAVISTA (434) 592-9525  
BROOKNEAL (434) 283-9525  
LYNCHBURG (434) 592-9525  
RUSTBURG (434) 332-9525  
FAX NO. (434) 332-9617

June 21, 2013

Mr. Waverly Coggsdale, III, Manager  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, Virginia, 24517

**RE: Water Tank**

Dear Waverly:

As we recently discussed the County no longer has need of the 300,000 gallon elevated water storage tank adjacent to Wal-Mart. The primary need for the tank as currently configured is to supply water pressure to the Gibsonland subdivision. It also provides some redundancy to the overall system in the Altavista area. However, this benefit is minimal compared to the estimated cost to repaint the tank.

The tank must be repainted in the next few years at an estimated cost of \$250,000. We have received preliminary estimates to demolish the tank (\$40,000), convert the altitude value to a pressure sustaining value and reconfigure the piping (\$16,000). This will allow the Town to continue to use the water from Reynolds Spring and provide pressure to Gibsonland when the spring pumps are not running.

During August we are planning to prepare the bid documents to get prices for contractors to perform the work to reconfigure the system and remove the tank. If the Town would like for the County or CCUSA to consider other alternatives please let me know within the next 30 days. If you would like to meet to discuss further, please do not hesitate to contact me at 434-332-9621 to set up a meeting.

Sincerely,

Clifton M. Tweedy, P.E.  
Deputy County Administrator

cc: Frank L. Davis, Jr., Interim CCUSA Administrator  
R. David Laurrell, County Administrator

RESPECTING THE PAST, ATTENDING THE PRESENT, CONCENTRATING ON THE FUTURE

# **Bedford Avenue Waterline Project Update**

## **Attachments:**

- 1) Memorandum from Town Manager,  
dated October 29, 2013***
- 2) Bedford Avenue Waterline Project  
(1A) Map***





TO: Public Works/Utility Committee  
Mayor and Town Council Members

FROM: Waverly Coggsdale, Town Manager **WC**

RE: Late Arriving Matter – *Bedford Avenue Waterline Project Update*

DATE: October 29, 2013

Public Works/Utility Committee:

As you are aware, the Town has commissioned WW Associates, Inc. in regard to design of the Bedford Avenue Waterline Project (Project 1A). This project is the installation of new water distribution piping for Bedford Avenue, Westwood Drive, Broad Street, West Road, Myrtle Lane, Commonwealth Drive, Broad Street (south), Grace Avenue, 9<sup>th</sup> Street, Campbell Avenue, 8<sup>th</sup> Street, Broad Street (north), Hillcrest Street, and Broad Street (north)/Hillcrest connector. The total length of the waterline proposed for the project is estimated to be 19,511 linear feet.

Currently, water is transmitted from the Town's Water Plant via a 12-inch and a 10-inch waterline that serves the Town. The two waterlines cross the Staunton River supported by brackets attached to the east side of the Pittsylvania Avenue Bridge. Once on the Town side of the river, the waterlines continue to 5<sup>th</sup> Street, where the 10-inch waterline turns eastward and the 12-inch waterline continues to Main Street.

This project will upsize the existing 12-inch piping to 16-inch piping from the plant to Main Street where it transitions to a 12-inch line via a tee with one 12-inch line going up Bedford Avenue to the Bedford Avenue tank and the other heading north on Main Street. This will replace the current 12-inch line attached to the bridge.

Based on our meetings with VDOT, they have concerns about the current attachment of brackets to the Pittsylvania Avenue Bridge and are not supportive of replacing or augmenting the current piping and support brackets for the proposed waterline. After reviewing several alternatives, our engineer proposes that the new waterline be installed under the river utilizing the directional drilling method, this was not provided for in the original estimate and has an estimated cost of \$400,000. With the recent Downtown Streetscape projects being completed in the area along Main Street, the new proposed route would be through English Park under the railroad and under Main Street in the vicinity of the Broad Street area.

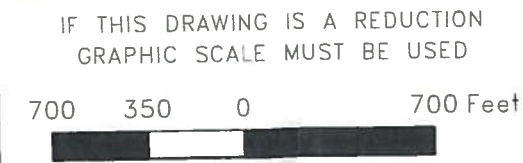
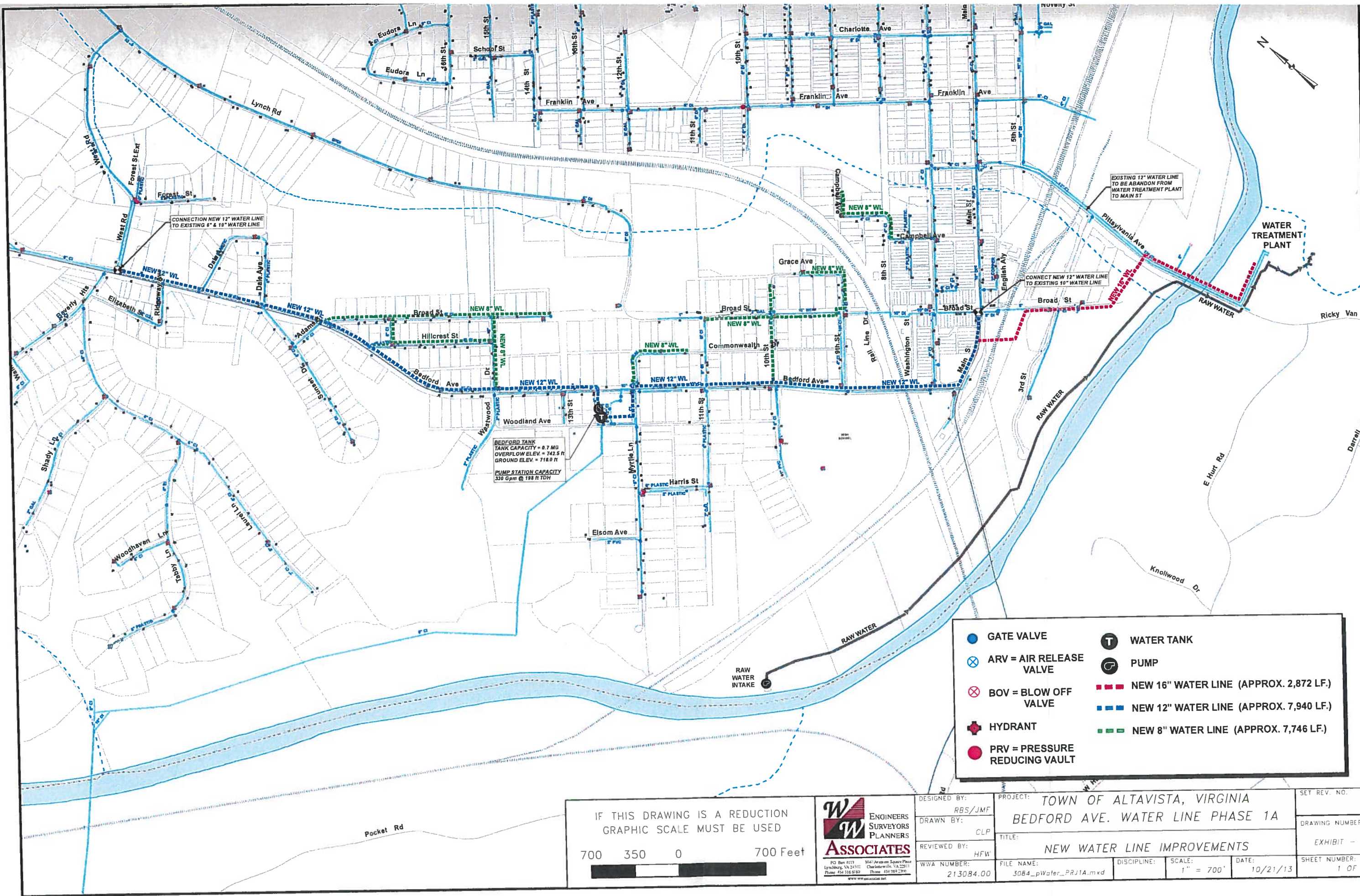
October 29, 2013

In addition, our engineer has explored an alternative to locate the new waterline under the sidewalk rather than in the street. Based on VDOT's requirements for location in the street, the placing of the waterline under the sidewalk is the most cost effective solution. The waterline would have to shift into the road under the train trestle crossing over Bedford Avenue between 7<sup>th</sup> and 8<sup>th</sup> Streets to conform with railroad requirements. Staff concurs with this proposed design.

At a meeting with the engineer on Monday, October 28<sup>th</sup> it was shared with staff that the estimated construction cost of the project has increased from \$2,076,594 to \$3,000,000. A large part of this increase is attributed to the crossing under the river (\$400,000). The construction figures do not include the contract with the engineer for the Preliminary and Final Design of Project (\$89,500) nor any funds for "Bidding, Construction Administration, or Post Construction Services" (estimated cost \$30,000). In addition staff would seek a 10% contingency fund on the project which would equal \$300,000. Based on these figures the total project estimate would be \$3,419,500, an increase of \$1,031,400 over the engineer's preliminary cost estimate of \$2,388,100.

Based on this conversation with the engineer, staff decided to brief the Public Works/Utility Committee on this issue and seek direction. The engineer has proposed the possibility of changing material type in the project or scaling down the project as potential ways to reduce the budget. Staff has some concern with both of these potential cost saving methods.





**W**  
**W**  
**ASSOCIATES**  
ENGINEERS  
SURVEYORS  
PLANNERS  
PO Box 4117 Lynchburg, VA 24502  
Phone 434 316 5932  
Fax 434 784 2791  
www.wwassociates.net

DESIGNED BY: RBS/JMF	PROJECT: TOWN OF ALTAVISTA, VIRGINIA BEDFORD AVE. WATER LINE PHASE 1A	SET REV. NO. 0
DRAWN BY: CLP	TITLE: NEW WATER LINE IMPROVEMENTS	DRAWING NUMBER: EXHIBIT - 1
REVIEWED BY: HFW	FILE NAME: 3084_pWater_PRJ1A.mxd	SHEET NUMBER: 1 OF 1
WVA NUMBER: 213084.00	DISCIPLINE: SCALE: 1" = 700'	DATE: 10/21/13



## **WWTP Emergency Overflow Pond (PCB Issue)**

### **Attachment(s):**

- ***Agreement and Release for Transfer  
of Excess Fill Material (Dominion)***

## **Agreement and Release for Transfer of Excess Fill Material**

This Agreement and Release for Transfer of Excess Fill Material ("Agreement"), effective this \_\_\_ day of \_\_\_\_\_, 2013, is by and between Virginia Electric and Power Company d/b/a Dominion Virginia Power ("Dominion") and the Town of Altavista, Virginia ("Altavista"), each a "Party" and collectively the "Parties."

WHEREAS, Dominion has an excess amount of fill material ("Fill") located at its Altavista Power Station property in Altavista, Virginia (the "Property"); and

WHEREAS, Altavista wishes to acquire an undetermined amount of the Fill for use at the Town of Altavista Wastewater Treatment Plant property located at 1200 Lane Access Road, Altavista, Virginia.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Dominion agrees to transfer some or all of the Fill to Altavista subject to the terms and conditions set forth below.

1. Dominion plans to procure and pay for environmental testing of a representative sample of the Fill. Dominion shall review and share the test results with the Town prior to transferring any of the Fill to Altavista. Dominion and the Town each shall have the right to terminate this Agreement, in its sole discretion, based on its evaluation of the results.
2. Altavista shall coordinate all arrangements for collection of the Fill with Dominion's representative, Christy Armitage (804-441-1990).
3. Altavista or its designee(s) shall furnish the necessary equipment and shall be responsible for the loading, removal, and transportation of the Fill from the Property. Altavista shall provide and ensure all necessary erosion control measures are taken during removal of the Fill, and will re-seed the area promptly after removing the Fill.
4. Altavista agrees to operate on the Property according to any rules or procedures established by Dominion or its contractor(s). Altavista shall be responsible for the cost of any repair work to the Property or public highways necessitated by Altavista's or its designee's loading, removal and transportation of the Fill.
5. Title and risk of loss to the Fill shall pass to Altavista when the Fill is loaded onto Altavista's or its designee's vehicle(s) for transport.
6. Altavista shall use the Fill only at the Town of Altavista Wastewater Treatment Plant property located at 1200 Lane Access Road, Altavista, Virginia. Prior to use, Altavista shall store the Fill only on its property at 1200 Lane Access Road, Altavista, Virginia, and in compliance with applicable law.

7. Dominion is making the Fill available on an “as-is, where-is” basis, and makes no representations as to the quality or condition of the Fill, including any organic or non-organic constituents that may be present in the Fill, or with respect to the Fill’s suitability for any particular use. DOMINION MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
8. Altavista, its successors and assigns agrees to assume all risks, and to release, indemnify and hold harmless Dominion, together with its parents, affiliates, subsidiaries, as well as its owners, successors, assigns, agents, employees, officers, directors, partners, insurers, and representatives, from any and all actions, causes of action, claims, demands, costs, loss of use, expenses, and damages of any kind, whether known or unknown, suspected or unsuspected, or anticipated or unanticipated, arising out of relating to Altavista’s or its designee’s loading, transport, storage, use or misuse of the Fill, including but not limited to any environmental liabilities or cleanup costs, property damage, or injury or death to persons.
9. If any provision, or any part or portion of any provision, of this Agreement becomes or is declared to be unlawful, invalid, void, or otherwise unenforceable, the rights and obligations of the Parties will be reduced only as much as is required to remove the unenforceability. The balance of this Agreement will remain in effect.
10. The terms and provisions of this Agreement are intended solely for the benefit of the Parties and their respective successors or permitted assigns, and it is not the intention of the Parties to confer third-party beneficiary rights upon any other Person.
11. This Agreement shall be governed by the laws of the Commonwealth of Virginia, without giving effect to the choice of laws principles thereof.
12. This Agreement may be terminated as provided in paragraph 1 above, or by either Party for any other reason. Neither completion of performance nor any termination of this Agreement shall be deemed to relieve either Party of its obligations hereunder that by their nature survive completion of performance, including but not limited to promises of indemnity.

IN WITNESS WHEREOF, this Agreement is executed on behalf of Dominion and Altavista by their duly authorized representatives.

Virginia Electric and Power Company

Town of Altavista

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Town of Altavista

## Town Council Meeting Agenda Form

---

Town Clerk's Office Use:

**Agenda Item #:** VIII B) i)

Meeting Date: November 12, 2013

### Agenda Placement: Standing Committee/Commission/Board Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Planning Commission update

**Presenter(s):** Dan Witt, Assistant Town Manager

---

### SUBJECT HIGHLIGHTS

At the April 9, 2013 Town Council meeting, the Planning Commission updated Council on their work plan that included developing draft design guidelines for both the Downtown Revitalization Overlay District (DRO) and the Main Street Corridor. Per the attached memorandum, the Planning Commission is providing an update to Town Council in regard to the work that is proceeding regarding this effort. Also attached is the proposal from the Region 2000 Local Government Council for Consulting Services related to the Amendment of the Town's Downtown Revitalization Overlay (DRO) Ordinance. The cost is anticipated to be \$2,015, for which funds in the Planning Commission's budget have been identified.

### Staff recommendation, if applicable:

N/A

### Action(s) requested or suggested motion(s):

None Requested.

### Staff Review Record

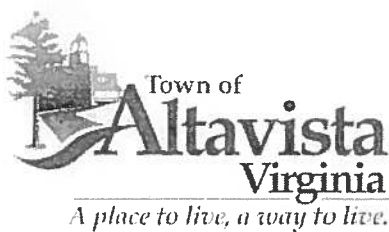
---

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: *Staff memo; Region 2000 Proposal for Consulting Services*


Town Manager initials and/or comments: **jwc**





## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager 

**Date:** November 5, 2013

**Re:** Planning Commission Work Plan

The Planning Commission's 2013 Work Plan included "5. Review and reconsider Design Guidelines for Downtown Revitalization Overlay (DRO) and other primary corridors." Town Council approved this work plan when Chairman Barbee presented his annual report at the February 12, 2013 meeting.

The Commission has begun work on this item, holding a public informational meeting at its August 5, 2013 meeting. The meeting was well attended with 11 property and business owners attending the meeting. Scott Smith with Region 2000 was also in attendance. Scott worked with the PC and staff to develop the DRO ordinance, adopted in 2007 and amended in 2009. The draft version of the ordinance included Design Guidelines; however, the guidelines were reduced and did not include the PC's recommended version.

### **Sec. 86-424. - Architectural treatment.**

- (a) No portion of a building constructed of unadorned cinderblock or corrugated and/or sheet metal shall be visible from any adjoining public right of way.
- (b) Buildings shall be designed to utilize to the greatest extent feasible such building materials which are compatible with the character of the district, such as stone, brick, stucco, and wood.

Since 2007 many of the buildings have been refurbished through the use of Federal, Local and private funds and the PC as well as those in attendance believe in the importance of protecting and maintaining the improvements that have been made.

The PC requested that Scott Smith provide a proposal to provide consulting services that would guide them through the completion of Design Guidelines. These guidelines could be adopted as part of the ordinance or used as a resource for property owners doing renovations or maintenance to their buildings. Attached is a copy of the proposal from Scott Smith and the PC has determined that option 2 would be best, which will cost \$2,015.00, an amount that currently included in the FY2014 budget.

The PC is moving forward with the plan to develop/complete the guidelines and will have a kickoff meeting at their regularly scheduled December 5<sup>th</sup> meeting.

**Proposal to the Town of Altavista by the Region 2000 Local Government Council  
for Consulting Services Relating to the Amendment  
of the Town's Downtown Revitalization Overlay (DR-O) Ordinance**

**30 August 2013**

**Background:** In 2007, the Altavista Planning Commission contracted with the Region 2000 LGC to draft an overlay ordinance for downtown Altavista that would help protect the district's architectural and historic character. Scott Smith with Region 2000 served as the project lead. After a series of meetings with the Planning Commission, a comprehensive ordinance was drafted and presented to a group of stakeholders. The response from stakeholders was mixed, and the scope of the proposed ordinance was reduced to primarily include controls on demolition and uses within the district. This became the Downtown Revitalization Overlay (DR-O), and was adopted by Town Council.

In the summer of 2013, representatives from the Town of Altavista and the Altavista Planning Commission met with Bob White and Scott Smith of Region 2000 to discuss the possibility of adopting a more comprehensive ordinance, which may be more appropriate at present due to the successful improvements of many facades in the downtown area due to the recently-completed CDBG project as well as the establishment of a State & National Historic District. Scott Smith made a presentation to the Planning Commission and stakeholders in early August, and the concept of a more comprehensive ordinance was received favorably.

**Proposal for 2013 Project**

Based on input received from Jerry Barbee (Planning Commission) and Dan Witt (Town of Altavista), the Region 2000 Local Government Council would like to propose two possible scenarios for expanding the DR-O ordinance. In both cases, the Region 2000 LGC will provide Scott Smith, Senior Planner, as the project lead.

- **Option 1-** This course of action represents a complete and comprehensive process designed to craft a DR-O that best suits the needs of the Town of Altavista. Steps would include:
  1. Meet with Planning Commission to determine their concerns about the building stock of downtown Altavista, what can be addressed by a historic overlay, and what outcomes they hope to realize from an expanded ordinance. If issues are raised that cannot effectively be addressed by an expanded historic overlay ordinance, LGC staff will research other potential solutions to present to the Planning Commission.
  2. Study current best practices relating to historic overlay ordinances in Virginia and select several potential models for Altavista. Use recent Preservation Virginia report on boards of architectural review to identify weaknesses in other district ordinances that will be avoided for Altavista.
  3. Draft an ordinance based on the above input and research and present to Planning Commission. Make adjustments as requested.
  4. If needed, present final ordinance to Planning Commission. Proposal also includes a presentation to a stakeholder group as well as Town Council.
- **Option 2-** This course of action would serve to "reset" the process to the point in 1997 prior to the draft DR-O being reduced following stakeholder input. Steps would include:
  1. Take existing (codified) DR-O ordinance and re-insert the components that were removed prior to adoption in 1997.
  2. Present final ordinance to Planning Commission, stakeholders, and Town Council.
  3. This option does *not* include the research and study component outlined in item #2 of Option 1, above.

## Fee Proposal

In 2007, Scott Smith spent 99 hours on the project, which is valued at \$5,699.43 [today's billing rate]. Additional expenses included consulting from an outside law firm with expertise in the field, which will likely not be necessary this time.

<b>Option 1</b>	Fee not to exceed \$4600.00	Level of effort: 80 hours
<b>Option 2</b>	Fee not to exceed \$2015.00	Level of effort: 35 hours

Proposed fees include mileage and normal office expenses. Large format presentation graphics, public notices, and outside legal counsel (if deemed necessary by the Town) would be outside of the above proposed fees. Fees are considered not to exceed costs; if less, the Town only will be billed for time spent.

### Creation of Design Guidelines

Design Guidelines (or Standards) are a necessary component of a successful historic overlay ordinance that includes a design review component. Region 2000 suggests that the Town follow one of the following three courses of action regarding design guidelines:

1. Utilize the **current Downtown Design Guidelines** created by Frazier Associates as the guiding document for the review board. Add language in the DR-O ordinance that references the document. This option is included in the above two fee proposals.
2. Utilize a **modified version of the Downtown Design Guidelines** created by Frazier Associates as the guiding document for the review board. Modifications would include the addition of a section of standards that have been gleaned from the text of the existing document. For example, reading a page of text or viewing sketches on window repair and replacement can be very helpful to property owners making decisions on developing their plans, but a concise list of "do's and don'ts" that reads more like a code section may help the review board justify their decisions. Region 2000 LGC staff can perform this task at a rate of \$57.57 an hour, with an estimated level of effort being 30-40 hours (\$1,700-\$2,300).
3. The Town of Altavista may opt to **secure a consultant to produce a new set of guidelines** customized for the town (estimated fees for this range from \$8,000 to \$35,000). Region 2000 LGC staff can provide a list of consultants who are known to do this type of work in Virginia.

This matter should be discussed and a direction agreed to prior to project commencement.

### Comments

While more costly to the Town, Option 1 is strongly recommended, as it utilizes a comprehensive planning approach to ensure that the Town of Altavista is gaining an ordinance that is the best fit for the community and representative of current best practices. While the original 2007 DR-O was appropriate at the time, a number of internal and external changes have occurred that warrant a fresh look at the project. These include, but are not limited to:

- Creation of a State & Local Historic District in downtown Altavista (thus simplifying the justification for enacting architectural review)
- Participation of a large percentage of owners in voluntary façade improvements via the CDBG program
- Improvements to Altavista's downtown streetscape which have increased pride in the district
- Preservation Virginia's recent study on the effectiveness of boards of architectural review in Virginia
- Other legal and administrative developments that have occurred since 2007



# Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

**Agenda Item #: IX A)**

Meeting Date: November 12, 2013

## Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Draft Transit Development Plan for Altavista Community Transit System (ACTS)**

**Presenter(s): Dan Witt, Assistant Town Manager**

## SUBJECT HIGHLIGHTS

Earlier this month, a copy of the Draft Transit Development Plan (TDP) developed for the Altavista Community Transit System (ACTS) was mailed to Council. The creation of this document is a requirement of the Virginia Department of Rail and Public Transportation (VDRPT) and must be updated every six years. The attached memorandum further details the reasons for the plan and the process that was utilized in its creation.

Staff would request that Council schedule a work session, so the KFH Group (project consultants) can come in and give a brief overview of the plan and answer any questions that Council may have in regard to the document. Staff would like to seek adoption of the document at the December Council meeting.

A proposed date for the Work Session would be Tuesday, November 19<sup>th</sup>.

## Staff recommendation, if applicable:

N/A

## Action(s) requested or suggested motion(s):


Motion to schedule a Work Session to discuss the TDP for ACTS. (Date/Time)

## Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: *Memo from Assistant Town Manager to Council*

*The Draft document was previously distributed to Council and is not included as part of the meeting agenda packet, a copy can be viewed at Town Hall during normal business hours.*

**TO:** COUNCIL OF THE TOWN OF ALTAVISTA  
**FROM:** DAN WITT, ASSISTANT TOWN MANAGER   
**SUBJECT:** DRAFT TRANSIT DEVELOPMENT PLAN FOR ALTAVISTA  
COMMUNITY TRANSIT SYSTEM (ACTS)  
**DATE:** OCTOBER 29, 2013  
**CC:** WAVERLY COGGSDALE, III

---

Dear Council Members,

Attached is the draft Transit Development Plan (TDP) for ACTS for your review. The TDP serves as a "road map" for public transportation improvements in our Town. This is the first TDP for ACTS, which has experienced continuous ridership growth since service began in January 2011. The TDP is intended to improve the efficiency and effectiveness of the transit system, serve as a management and policy document for ACTS, and maximize the investment of public funds to achieve the greatest public benefit.

The Virginia Department of Rail and Public Transportation (DRPT) requires each transit operator in the Commonwealth to complete a TDP and update this document every six years. The DRPT provided the funding and hired the KFH Group as the consulting firm to provide guidance throughout the TDP development process. The TDP provides important information for DRPT's programming, planning, and budget activities. When the Town submits grant applications to DRPT for federal and state transit funding, DRPT will review the plan to ensure that the service and capital projects described in the grant application were recommended in the TDP. ACTS must also submit an annual letter to DRPT describing progress in implementing the TDP.

The TDP process began in late May 2013 and has included regular meetings with ACTS' steering committee, or the Transit Advisory Committee (TAC). The TAC has provided important input to ensure that the plan accurately reflects existing transportation conditions and needs, and outlines constructive recommendations to improve public transportation in Altavista. KFH developed and conducted rider surveys, driver interviews, ride along trips to track rider tendencies and evaluate the route, and conducted an open house at Town Hall to gather input from the community, stakeholders, and other potential partners for ACTS. The Assistant Town Manager and DRPT have also provided guidance throughout the TDP process.

On behalf of the TAC, I would like to request a work session with the Council to go over the draft TDP in more detail. DRPT requires that the TDP be adopted by Council, and we want to make sure that the Council is well informed and approves of the recommendations in this plan.



## Town of Altavista Town Council Meeting Agenda Form

---

Town Clerk's Office Use:

**Agenda Item #: IX B)**

Meeting Date: November 12, 2013

### **Agenda Placement: New Business**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: AT&T Easement - Melinda Tank compound**

**Presenter(s): Town Manager**

---

### **SUBJECT HIGHLIGHTS**

The Town Attorney has been working with AT&T in regard to an easement at the Town's Melinda Water Tank site. Last week, AT&T requested that they be allowed to install a conduit parallel to the fence around the tank compound "at risk". After posting a \$2,000 security deposit, the Town allowed the conduit to be installed at the risk of AT&T realizing that if the easement is not approved it will have to be removed. At this time, the Town Attorney is working with AT&T in regard to the easement documents. Staff is requesting that Town Council authorize the Town Manager and Town Attorney to negotiate and execute an easement agreement with AT&T at the Melinda Drive Tank site.

### **Staff recommendation, if applicable:**

Authorize Town Manager and Town Attorney to negotiate and execute an easement agreement with AT&T at the Melinda Drive Tank site.

### **Action(s) requested or suggested motion(s):**

"Authorize the Town Manager and Town Attorney to negotiate and execute an easement agreement with AT&T at the Melinda Drive Tank site."

### **Staff Review Record**

---

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: *Letter from AT&T to Town Attorney; Drawings of easement location.*

Town Manager initials and/or comments: **jwc**



AT&T Mobility  
Virginia/West Virginia Market Office  
4801 Cox Road, Suite 300  
Glen Allen, VA 23060

Mr. J. Johnson Eller, Jr.  
Attorney at Law  
P.O. Box 209  
712 Main Street  
Altavista, VA 24517

Re: *AT&T Site: LY753/ Variable Width Easement for Property located at 1618 Melinda Drive, Altavista, VA 24517/ AT&T FA #10068475 / PTN #2352515770*

Dear Mr. Eller:

As I believe you are aware, AT&T Mobility operates a wireless communications facility on a tower owned by US Cellular (or one of its affiliates) at the location listed above.

AT&T has recently requested that CenturyLink, Inc. provide new Ethernet service to their facility. CenturyLink has installed a hand hole outside of the fenced tower compound. AT&T is proposing to install 4" PVC conduit parallel to the outside of the fenced area for fiber; however it would be outside of US Cellular's leasehold or easement. Attached to this letter is a legal survey, Exhibit A, showing the CenturyLink hand hole and proposed fiber path that will be submitted to the Town Council on November 12<sup>th</sup> for consideration of a variable width easement.

The purpose of this letter is to request permission from the Town of Altavista for AT&T's general contractor to install the conduit "at risk". AT&T agrees to remove their facilities and fully restore the property if the Town Council denies the proposed variable width easement.

The general contractor performing the conduit installation is JNET Communications, LLC. JNET's Virginia Class A Contractor License, Exhibit B, and Certificate of Insurance, Exhibit C, are attached to this letter. The proposed scope of work that JNET will be performing is hand digging an open trench to install approximately 60' of conduit from the existing CenturyLink hand hole to the US Cellular fence line. The construction will take a maximum of three (3) days to complete. In the event that the Town Council rejects the proposed easement, then JNET will be notified to remove the conduit and fully restore the site of the construction by November 29, 2013, 12:00 noon. AT&T agrees to submit a Two Thousand Dollar and no cents (\$2,000.00) deposit to the Town of Altavista as security.

AT&T agrees and binds itself to indemnify, keep and hold the Town of Altavista free and harmless from liability on account of injury or damage to persons, firms or corporations or property growing out of or directly or indirectly resulting from:

- A. AT&T, it's contractor, or authorized personnel's use of proposed variable width easement
- B. The exercise of any right granted by or under this agreement or the failure, refusal or neglect of AT&T to perform any duty imposed upon assumed by AT&T or under this agreement.

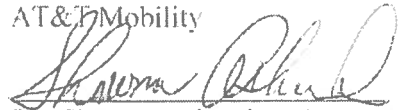
Sincerely,

Shawna Ashenden,  
Agent on behalf of AT&T Mobility

Acknowledged and agreed:

I agree to the foregoing this 1<sup>st</sup> day of November, 2013

AT&T Mobility



By: Shawna Ashenden, Agent on behalf of AT&T Mobility

I agree to the foregoing this 1<sup>st</sup> day of NOVEMBER, 2013

JNET Communications, LLC

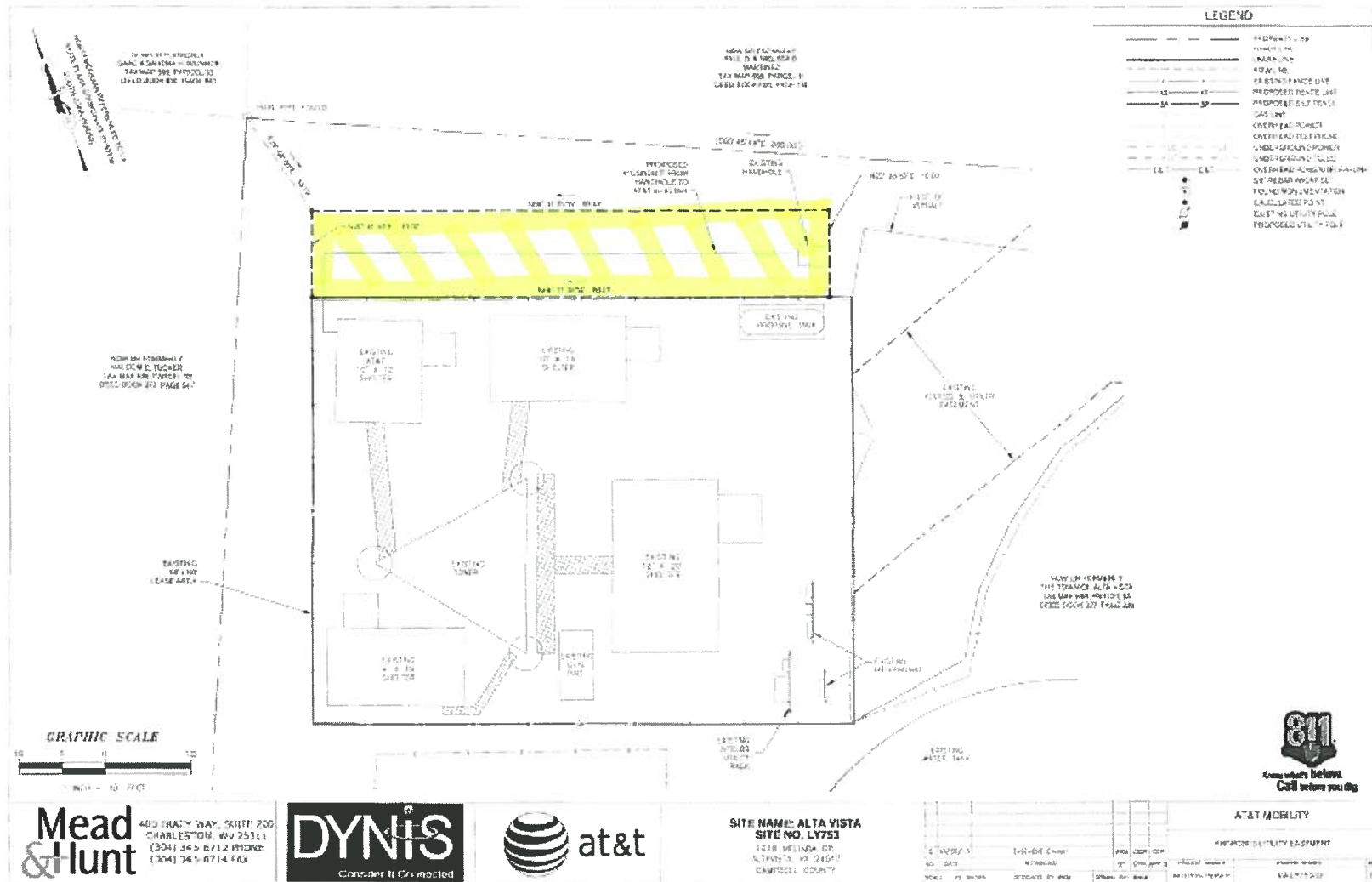


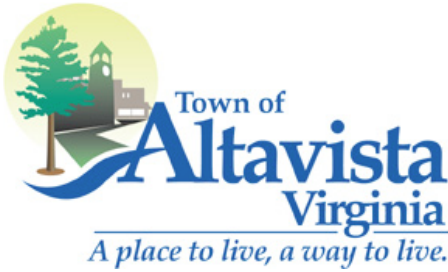
By: Brent Jones, Director of National Construction





# Proposed Easement





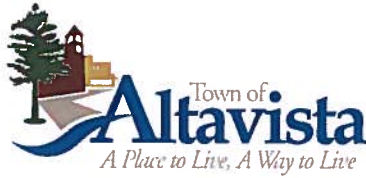
## **PROJECT UPDATE – For Month of October 2013**

### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Main Street/Pittsylvania Avenue Intersection issues have been addressed and intersection was reopened Friday (11/8/13)
- Streetscape work (sidewalk) continues on Main Street and Campbell Avenue and should begin on 7<sup>th</sup> Street in the next week.
- Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014.

### **Bedford Avenue Waterline Replacement Project**

- Surveying work is underway in the project area.
- Meeting held with VDOT regarding bridge and other issues.
- Engineer is designing the project.



# Town of Altavista

## Town Council Meeting Agenda Form

---

Town Clerk's Office Use:

**Agenda Item #: XI C)**

Meeting Date: November 12, 2013

### Agenda Placement: Manager's Report

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Informational Items**

**Presenter(s): Town Manager**

### SUBJECT HIGHLIGHTS

Attached (listed in the order they appear) are informational items.

- Correspondence from VDOT regarding receipt of the Town's Transportation Alternatives Program application.
- Notice of VDOT's Six-Year Improvement Program Meeting
- Correspondence from VML regarding their new "Virginia Investment Pool"
- Correspondence from Campbell County Public Library System (2012-2013 Annual Report)



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**GREGORY A. WHIRLEY**  
COMMISSIONER

November 7, 2013

J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
510 7<sup>th</sup> Street  
P.O. Box 420  
Altavista, Virginia 24517  
[jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov)

Subject: Transportation Alternatives Application, FY 2014-2015

Reference: Altavista Route 43 downtown Gateway Project

Dear Mr. Coggsdale, III:

This is to advise that we have received your recent application for the Transportation Alternatives Program. As we review the applications, we will contact you directly if we have any questions or need additional information.

A listing of eligible projects will be presented to the Commonwealth Transportation Board (CTB) and to those MPOs that make project selections in Transportation Management Areas (TMAs) for consideration in February. Tentative selections should be completed in early spring with final selections being announced in June. Please check our [website](#) for updates.

Thank you for your interest in the Transportation Alternatives Program!

**If you would like to receive e-mail notifications when information about the various Local Assistance Division programs and resources is updated, you can sign up by completing the form on the following link: <http://eepurl.com/DqqyP>**

VDOT Transportation Alternatives Program Staff  
Local Assistance Division

[dnwitt@altavistava.gov](mailto:dnwitt@altavistava.gov)

**From:** Dalton, Danna. W (VDOT) [Danna.Dalton@vdot.virginia.gov] on behalf of Winstead, Chris (VDOT) [Chris.Winstead@vdot.virginia.gov]  
**Sent:** Friday, November 01, 2013 11:28 AM  
**Subject:** 2013 Fall Transportation Meeting

## **Investing in Virginia's Transportation Future Attend a Six-Year Improvement Program Meeting Near You!**

This meeting is being held so the public can discuss projects and programs in the Commonwealth Transportation Board's current Six-Year Improvement Program (SYIP)

and provide comments for the development of the Fiscal Years 2015-2020 SYIP, including multimodal initiatives for highways, rail and transit.

**When:** Thursday, November 21, 2013  
6 - 7 p.m. - Open house displays and general discussion  
7 p.m. - Moderated public meeting

**Where:** Kirkley Hotel & Conference Center  
2900 Candler's Mountain Road  
Lynchburg, VA 24502

**For more information, go to** <http://www.virginiadot.org/2013fallmeetings>.

--

This message has been scanned for viruses and dangerous content by **Rose Computers**, and is believed to be clean.



October 25, 2013

**RE: Virginia Investment Pool Information Session Now Scheduled in Your Area**

Dear Local Official:

We are writing to let you know about an exciting new local government investment pool developed jointly by Virginia Treasurers and Chief Investment Officers, other local officials, VACo and VML.

The new program, the "Virginia Investment Pool," or "VIP," was officially organized last month by a group of Treasurers and local investment officers meeting in Richmond. Our financial services arm, VML/VACo Finance, is the administrator for VIP.

VIP is an investment pool designed for funds that your locality is able to invest for one year or longer. Because VIP specializes in slightly longer term investments, it features a higher expected rate of return than money market funds. The VIP offers semi-monthly liquidity, enabling participants to access their funds on short notice if the need arises.

You can now take advantage of the broad range of investments authorized in the Code of Virginia through the professionally managed, diversified VIP portfolio. This approach for investing is different than anything you have seen in Virginia before. Yet, similar locally-controlled joint investment pools have operated successfully in a number of other states for years.

Any political subdivision may participate in VIP once approval is provided by its governing body. We will discuss the steps required to participate at Information Sessions to be held statewide, November 13-15. We encourage you to attend.

Please review the attached schedule, and let us know if you will be able to attend by faxing or emailing your information to us.

We look forward to seeing you at the VIP Information Session in your area!

Sincerely,

James D. Campbell  
Executive Director  
Virginia Association of Counties

R. Michael Amyx  
Executive Director  
Virginia Municipal League



## Virginia Investment Pool Information Sessions



*All local officials and staff are invited! FAX this form to (804) 783-2286 to confirm your attendance. Or, simply send an email to **info@valocalfinance** with LOCATION, NAME, TITLE, and EMAIL ADDRESS of each attendee.*

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | <b>Fairfax/Northern Virginia</b><br>Wed., Nov. 13, 9:30 am – 11:00 am<br>Doors open: 9:00 am*    | Northern Virginia Regional Commission<br>Board Room<br>3060 Williams Drive<br>Fairfax, VA 22031                                 |
| <input type="checkbox"/> | <b>Harrisonburg/Rockingham</b><br>Wed., Nov. 13, 2:00 pm – 3:30 pm<br>Doors open: 1:30 pm*       | Rockingham Co. Administration Ctr<br>Fire & Rescue Classroom A<br>20 East Gay Street (Entrance A)<br>Harrisonburg, VA 22802     |
| <input type="checkbox"/> | <b>Abingdon/Washington County</b><br>Thurs., Nov. 14, 9:30 am – 11:00 am<br>Doors open: 9:00 am* | Washington Co. Government Center<br>Treasurer's Office Training Room<br>1 Government Center Place, Ste. B<br>Abingdon, VA 24210 |
| <input type="checkbox"/> | <b>Roanoke</b><br>Thurs., Nov. 14, 2:00 pm – 3:30 pm<br>Doors open: 1:30 pm*                     | Noel C. Taylor Municipal Building<br>City Council Chambers<br>215 W. Church Avenue, SW<br>Roanoke, VA 24006                     |
| <input type="checkbox"/> | <b>Henrico County</b><br>Fri., Nov. 15, 9:00 am – 10:30 am<br>Doors open: 8:30 am*               | Henrico County Training Center<br>Room 2032<br>7701 E. Parham Road<br>Henrico, VA 23273   |
| <input type="checkbox"/> | <b>Hampton</b><br>Fri., Nov. 15, 1:30 pm – 3:00 pm<br>Doors open: 1:00 pm*                       | City of Hampton Treasurer's Office<br>Rupert Sargent Building<br>One Franklin Street<br>Hampton, VA 23669                       |

*\*Coffee & doughnuts or light refreshments available.*

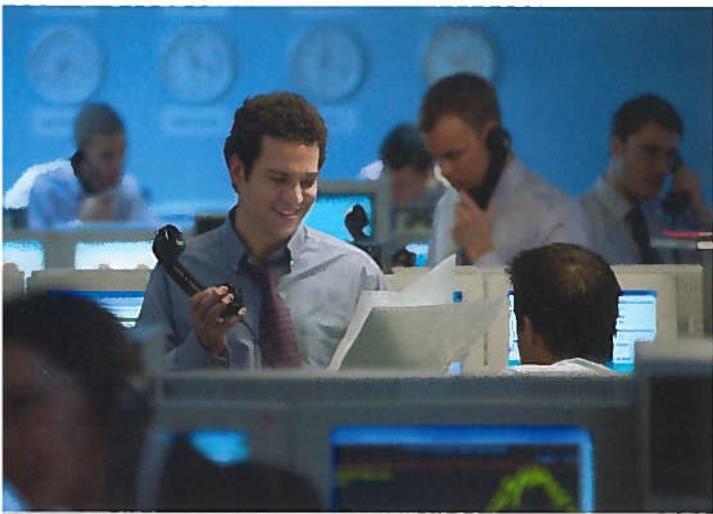
Please indicate name, title, and email address for each attendee. Check box above for location.

Name/title/email: \_\_\_\_\_

Name/title/email: \_\_\_\_\_

Name/title/email: \_\_\_\_\_





## An LGIP with a Slightly Longer-Term Investment Horizon

The Virginia Investment Pool ("VIP") is a pooled investment program that local governments and other political subdivisions use to invest assets they expect to hold for one year or longer. Assets of governmental participants are invested in high-quality corporate and government securities with average duration of between 1 to 2 years. VIP has a higher expected rate of return compared to traditional money market funds by investing in slightly longer-term securities as authorized under the Virginia Investment of Public Funds Act. Local governments typically utilize both vehicles:

- 1) A money market fund with overnight liquidity for operating expenses, and
- 2) VIP for funds requiring less liquidity that can be invested for one year or longer.

VIP's pooled investment approach provides governmental entities the opportunity to access a professional investment manager while sharing expenses. Investment decisions are guided by a top-notch fund manager with access to extensive research capabilities. VIP is a large, well diversified portfolio that may be less subject to market fluctuations than a more narrowly-constructed portfolio with fewer holdings. The program offers semi-monthly liquidity, which enables participants to access their funds on short notice in order to respond to unexpected events.

## The VACo/VML Virginia Investment Pool Offers:

- Diversification across investment types, from federal agency securities to high-quality corporate and municipal bonds, etc. – diversification reduces investment risk.
- Large number of holdings – each participant has less exposure to any single investment.
- Relatively short-term focus on investments with an average term of 1-3 years – volatility is historically less pronounced on the short end of the yield curve.
- Semi-monthly liquidity, enabling investors to respond to unexpected events.
- Four layers of active oversight:
  - 1) A professional fund manager.
  - 2) A Board of Trustees composed of Treasurers and Chief Investment Officers.
  - 3) A full-time program administrator.
  - 4) Regular reporting to participants.



---

Main Library  
Rustburg

Patrick Henry Memorial Library  
Brookneal

Timbrook Library  
Lynchburg

Staunton River Memorial Library  
Altavista

---

October 28, 2013

Dear Library Supporter,

Please find enclosed the fiscal year 2012-2013 annual report of the Campbell County Public Library System. This year we highlight the evolving information needs of citizens and the library's response to that, as well as future endeavors.

Highlights include the trend towards using our digital resources away from the library—databases, live homework help, reference via email, downloadable books, audiobooks, and magazines. All of these resources are available through any device with internet accessibility. Speaking of devices, we are also finding more and more library users with their own devices in the library, utilizing our free wifi as well as the quiet, conducive environment, as well as the social interaction that accompanies a trip to the library. Who might one find at the library is also evolving—no longer limited to readers, library users now can be called job seekers, researchers, genealogists, parents, entrepreneurs, patients, teachers, tutors, learners, students, crafters, gamers, surfers.

Today's libraries offer comprehensive educational and informational services to citizens of all ages: pre-literacy readiness for little ones & their caregivers; research and recreation to students; technology education and access to the work force and job seekers; lifelong learning and advocacy through information to seniors; and accurate health information for all. Thank you for your role and support in sustaining and growing our ability to serve.

Sincerely,

Nan Brunson Carmack, Director  
nbcarmack@co.campbell.va.us/434.332.9658

libraries

Timbrook  
knowledge non-fiction  
information  
engineering  
world-wide-web  
magazines language  
needlework business homework math  
seniors entrepreneur library genealogy maker  
graphic toddlers Altavista books evolve  
bingo apps students science  
fiction creator cloud literacy read  
media bookgroups change citizen social  
poetry database job-search STEM  
play babies community Campbell trend  
services Brookneal legal  
download serve literature  
novels customer-service research  
reference internet Rustburg  
technology

## Campbell County Public Library System 2012-2013 Annual Report

[www.campbellcountylibraries.org](http://www.campbellcountylibraries.org)



# Library Miss

The Campbell County Public Library System is dedicated to meeting the information and cultural needs of the public; serving a thriving

## Library Trends

The Campbell County Public Library System is committed to keeping one step ahead of the needs of its users, as library services evolve and new information requirements emerge. Certainly, library services have evolved and continue to do so at an exciting pace! The trends we see include:

- **An increase in “new” library card holders but a static door count.** *What does this mean?* More people are using our virtual services at home, such as downloading eBooks and eMagazines; utilizing our databases such as the job-search tool, Career Transitions, or live virtual homework help after school.
- **An increase in program attendance over actual book borrowing.** *What does this mean?* The library continues to become a community center, where social and educational opportunities allow citizens to be their own source of information!
- **Computer usage rates have lowered while wifi usage is at a premium.** *What does this mean?* Technology costs are dropping and, correspondingly, more citizens are able to afford their own devices, be it Smart phone, tablet or laptop. BUT, this also means that the infrastructure supporting high speed internet is either absent or unaffordable to many citizens.

## CCPLS Response

How does the library plan to respond to these trends?

- **Develop** a robust on-line presence with a depth of database and application tools geared towards the needs of 21st century patrons.
- **Offer** technology literacy classes, leveling the playing field so that all may have access to the best and most current information
- **Provide** innovative and cutting edge programming, from Science, Technology, Engineering, and Math (STEM) programming for students to current Technology Petting Zoos to test devices before purchase, while maintaining our robust traditions for early literacy, reading incentive, and senior services.
- **Acquire** a more stable and robust wifi environment to promote world wide web access and patron collaboration.
- **Create** new work areas that maximize power availability, a variety of work environments (small group, individual, virtual) to respond to different user needs.
- **Actively explore** and pursue regional collaboration, cooperation, and innovation with Region 2000 libraries.

**e'-volve: (verb) to change or develop slowly**  
**“Libraries have evolved from just books”**  
**www.merriam-webster.com**

## on & Vision

to meeting the **EVOLVING** educational, informational,  
community built on a solid information foundation.

### Library users

Readers

Job-seekers, researchers,  
students, families,  
entrepreneurs, seniors,  
volunteers, teachers,  
genealogists

### Offerings

Books/periodicals

Databases, eBooks,  
eMags, , early literacy  
play, genealogy,  
computers, wifi,  
eGovernment, homework  
help

### Programs

Book talks, lectures

Technology classes, book  
clubs, needlework,  
exhibits, family fun,  
education, summer  
reading, health

### Spaces

Shelves, tables, study  
carrels

Computers, outlets,  
comfortable seating,  
group study, exhibit  
space, media, program  
rooms, literacy, virtual

to a better, more complex or advanced state.  
s into a complete information center.”  
webster.com



# CCPLS Leaders

## Friends Presidents

CCPL: Sue Eick  
PHML: Janet Sheppard  
SRML: Nancy Lobbregt  
Timbrook: Wayne Holt

## Foundation

Don Atkins  
Robert Bashore  
Rita Clark  
Sandy Burleigh  
Leigh Drewry  
Sandra Foster  
Stanley Goldsmith  
Chip Harvey  
Russell Hicks

## Trustees

Ernest Bender  
Christine Cardoza  
Rita Clark  
Kelly Griffin  
Karen Gunter  
Charlotte Lane  
Joe Lunsford  
Steven Shockley, BOS

## Library Innovators

**Administration:** Nan Carmack, Director  
Lyne Hoffman, Administrative Assistant

**Collection Management:**  
Jane Conner, CM Librarian  
Jen Phillips, CM Assistant Librarian  
Beth Eby, ILL Specialist  
Eve Rynard, CM Clerk

**PHML:** Gale Seamster, Manager  
Cathy Doss, Assistant

**CCPL:** Chris Verilla, Manager  
Jeannie Isaacs, Assistant  
Beth Simpson, Assistant

**Public Services Librarians:**  
Jordan Welborn, Technology  
Shelley Oakley, CCPL & TL  
Coralee Tuck, SRML & PHML

**Timbrook:** Judy Gerlinger, Manager  
Lisa Mays, Assistant

**SRML:** Patrice Robertson, Manager  
Jennifer Arthur, Assistant  
Martha Moore, Assistant

**Children's Programs:** Valinda Trent

**Substitutes:** John Hanna, Joan Agee, Avis Pillow

21039 Timberlake Rd Ste F,  
Timberlake, VA 24502  
434-239-1190

204 Lynchburg Ave  
Brookneal, VA 24528  
434-376-3363

**Campbell  
Co. Public  
Rustburg**

684 Village Hwy.,  
Rustburg VA 24588  
434-332-9560

**Timbrook  
Library,  
Timberlake**

**Staunton  
River  
Memorial  
Library,  
Altavista**

500 Washington St.  
Altavista, VA 24517  
434-369-5140

**Patrick  
Henry  
Memorial  
Library,  
Brookneal**



~ November 2013 ~						
◀ Oct 2013					Dec 2013 ▶	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 First Saturday Trade Lot
3	4	5 Finance Committee 4:00 PM	6	7	8	9
10	11	12 Work Session 6:00 PM Finance Committee Meeting 6:45 PM Town Council Meeting 7:00 PM	13	14	15	16
17	18	19 AEDA Meeting 8:15 A.M.	20	21	22	23
24	25	26	27 Public Works/Utility Committee 7:00 A.M.	28 Thanksgiving Town Offices Closed  7 <sup>th</sup> Annual Giblet Jog	29 Town Offices Closed	30

◀ Nov 2013 ~ December 2013 ~						Jan 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> Planning Commission Meeting 5:00 PM	<b>3</b> Finance Committee 4:00 PM	<b>4</b>	<b>5</b> Christmas Parade 7:00 PM	<b>6</b>	<b>7</b> First Saturday Trade Lot
<b>8</b>	<b>9</b>	<b>10</b> Finance Committee Meeting 6:45 PM Town Council Meeting 7:00 PM	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> AEDA Meeting 8:15 A.M.	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Christmas Eve Town Offices Closed	<b>25</b> Christmas Town Offices Closed	<b>26</b> Christmas Town Offices Closed	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>	<b>Notes:</b> <b>Avoca Museum Christmas Open House 7,8,14 &amp; 15</b>			